

## Privacy Policy

In order to create and deliver a unique and personal Humanist Ceremony, it is of course necessary for me to get to know you and your family and friends, and for you to share some personal information with me. Not everything you share may end up in the ceremony, and even if it does, I want you to know that I take your privacy very seriously.

So, to reassure you and to ensure I am compliant with the new General Data Protection Regulations, which came in to effect on 25<sup>th</sup> May 2018, I have reviewed the way I collect, store and process personal information.

I've put together this Privacy Policy to explain exactly what I do with your information, and why.

Let me say straightaway that I will never pass your information onto any other person or business, unless it is necessary for me to conduct your ceremony. I hope that all the information you might need is here. If you have any questions just ask me.

### **Lawful Basis for Collecting and Storing Personal Information:**

In the course of my business of preparing and conducting Humanist Ceremonies, I collect and process personal information about my clients, their families and possibly other people.

The Information Commissioner's Office confirmed in March 2018 that **Legitimate Use** is an acceptable basis for storing all data in order to conduct a ceremony, including data belonging to family or friends who are living and are not the client.

In the case of information which is provided to me which falls into the '**Special Category**' (e.g. *racial or ethnic origin, political opinions, membership of a trade union, religion or belief, physical or mental health condition*) clients will need to indicate their consent to my use of this information.

### **What Data do I collect:**

Names, addresses, telephone numbers, email addresses, details of peoples' lives including relationships with other people, activities such as work, leisure activities and if applicable political, trade union or activities in relation to religion or belief. The form of this data is as follows:

- Completed questionnaires & information sheets (paper and/or electronic)
- Paper and electronic copies of Scripts
- Emails
- Text messages

### **What I do with Data:**

I write and conduct ceremonies, market my services, and keep records for business purposes.

For funerals, when I visit family & friends I take down the info I am given by hand, onto an information sheet, which is then used to prepare the ceremony script.

Wedding & Naming clients complete a detailed electronic questionnaire after an initial meeting.

After all ceremonies, within 2 months I shred all hard copy; emails and electronic scripts are kept electronically on an encrypted drive for 6 years, and then removed.

### **Who I share it with:**

Photographs taken by clients at the ceremony may be shared with me later for use on my website, for marketing purposes. If I use any of your photographs, you will have given me specific consent, which may subsequently be withdrawn at any time.

Photographs which I do not use will be deleted.

Testimonials provided by clients for my website will remain indefinitely, unless specifically requested to be removed.

I may share information at the clients' request, with other family members or friends.

Occasionally scripts may be shared with colleagues for training and quality purposes and will be anonymised first.

**How I store it:**

- I keep paper records of ceremonies in a locked filing cabinet for two months. I keep electronic files including scripts and emails, on an encrypted drive.
- When I am Peer Reviewed, as required by the terms of my Accreditation by Humanists UK, I share the script with my reviewer. They will destroy all copies electronic and printed once the review has been completed.
- As a self-employed person, all my accounting information is stored securely on an encrypted drive. For clients this includes invoices with their contact information.

**How long I keep information for:**

<b>What it is</b>	<b>How long it's kept and how</b>	<b>How is it disposed of</b>
Questionnaire/info sheets – hardcopy	Up to 2 months after ceremony	Shredded
Questionnaire – electronic	Up to 6 years	Deleted
Emails from clients	Up to 6 years	Deleted
Emails from Enquiries (no ceremony booked)	3 months after receipt of email and no further contact	Deleted
Paper copy of Script	Locked cabinet, until 2 months after ceremony	Shredded
Electronic copy of Script	Encrypted drive for 6 years.	Deleted
Contact details including Name address, telephone number and email address - on laptop	Encrypted drive for 6 years	Deleted
Photographs of ceremonies provided by clients	Only kept and used or shared with specific consent.	Deleted on request within 48 hours.
Testimonials provided by clients	Indefinitely	Deleted on request within one month

**Access to the information I hold about you:**

Clients may request access to the information I hold about them at any time, and I will provide this within one month of the request. You may request that your information is deleted, and I will do so within 48 hours of any request.

**Reviewing this Privacy Statement**

This statement was produced on 25<sup>th</sup> May 2018 and will be reviewed by 25<sup>th</sup> May 2019