**PRIVACY POLICY – In accordance with the General Data Protection Regulation**

**Why do I need to collect data?**

As an Independent Celebrant I will need to collect data from you in order to provide the service of writing a bespoke ceremony that is all about you. Any data collected is used solely for the purpose of writing your ceremony or for me to contact you regarding the ceremony. The protection of your personal details are very important to me and I will treat them with the upmost respect and care. I do not sell or trade your data or email lists with any other companies or third parties (unless you have given me express permission to do so). This Privacy Policy gives detailed information on when and why I collect your personal information, how it is used and how I keep it secure.

**What data will I receive, how is it kept, how and when will it be deleted?**

When you send me an enquiry, whether by telephone, email or through my website I will require the basic data in order to process your enquiry. This would be your name, location, contact details and the date, time and location of your ceremony.

This type of data is kept for a period of 3 years after the date or enquiry or 3 years after the ceremony has taken place (if you turn your enquiry into a booking). This data is used in order to contact you about your enquiry initially and longer term to monitor the enquiry and booking levels for my business. Your invoice details would need to be kept for 7 years in order to adhere to HMRC guidelines.

If you have booked me to conduct your ceremony I would require further, more personal data such as additional contact details, where and when your ceremony and legal marriage are to take part, details of your life story which relates to your relationship (for couples ceremonies) or your family (for naming ceremonies). As such this information could hold sensitive data such as your gender, sexual orientation and religious beliefs. All data is kept in a safe environment upon a password protected computer. All paper documentation is kept secure within my locked premises. No one other than myself has access to your data.

Full and personal data collected and used for your ceremony will be kept for a period of 12 months from the date of your ceremony.

Once your data comes to the expiration date for our requirements all details will be deleted from computers, hard drives, phones and paperwork will be shredded.

**Do I share your data with anyone else?**

When you visit my website [www.kellyhcelebrant.co.uk](http://www.kellyhcelebrant.co.uk), I use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. I do this to find out things such as the number of visitors to the website and which pages were viewed. This information is only processed in a way which does not identify anyone. I do not allow Google to make any attempt to find out the identities of those visiting the website.

I do not share or sell any data or emails to any other third parties. You may ask me for recommendations of other suppliers and in this case I would only pass on your email address to other suppliers if you have given me your express consent to do so.

**Cookies**

My website uses Cookies. Cookies are small pieces of data stored on a site visitor's browser, usually used to keep track of their movements and actions on a site.

The Cookies in use are:

|  |  |  |
| --- | --- | --- |
| Cookie Name | Life Span | Purpose |
| svSession | Permanent | Creates activities |
| hs | Session | Security |
| incap\_ses\_${Proxy-ID}\_${Site-ID} | Session | Security |
| incap\_visid\_${Proxy-ID}\_${Site-ID} | Session | Security |
| nlbi\_{ID} | Persistent Cookie | Security |
| XSRF-TOKEN | Persistent Cookie | Security |
| smSession | 2 weeks | Identify logged in site members |

**Questions or Queries**

If you have any questions about this policy or the data I keep you should contact me either on 07827 927947 or by email to [info@kellyhcelebrant.co.uk](mailto:info@kellyhcelebrant.co.uk)

You are entitled to view, amend or delete the personal information that I hold. Please make any such requests using the email address above.

**Consent**

By consenting to this privacy notice you are giving me permission to process your personal data specifically for the purposes identified above.

**Privacy Policy Updates**

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

This privacy notice was written in May 2018