

## **Statement of compliance with the General Data Protection Regulations 2018.**

In order to create and deliver your Humanist Funeral Ceremony, it is necessary for me to talk to you and your family and for you to share some personal information with me. This document confirms what data I collect, what I do with it, how I store it and for how long. I will not pass your information on to any other person or business unless it is necessary for me to conduct your ceremony. I hope all the information you need is here but if you have any questions just let me know.

### **What Data do I collect?**

Names, addresses, telephone numbers, email addresses, details of 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 data can be in the following formats:

- Paper and electronic copies of notes and scripts
- Completed Information Sheet (paper)
- Emails
- Text messages
- Photographs (of documents/notes)

### **What do I do with your Data?**

- Collate essential information about the ceremony (names, address, date)
- Use the notes I make at our meeting to prepare the ceremony script.
- Share information with your Funeral Director to create order of service if applicable
- Use printed scripts to conduct the ceremonies.
- I keep records for tax purposes as required by HMRC

### **How do I store your Data?**

- Paper records of ceremonies are kept in a locked drawer when not in use
- Electronic files including scripts, on an encrypted PC.
- I keep contact details on my mobile phone and PC.

### **How long do I keep your information for?**

- Notes and paper copies of the script are shredded within 1 week of ceremony
- Emails deleted after 6 months
- Electronic copy of script deleted after 12 months

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

You may request access to the information I hold about you at anytime and I will provide it within 1 month of your request. You may request that your information is deleted and I will do so within 48 hours.

### **Peer Review**

I am peer reviewed delivering a ceremony every 3 years, as required by the terms of my accreditation by Humanists UK. The permission of the family is requested in advance for my colleague to attend the ceremony and see the script. They will destroy all electronic and paper copies once the review has been completed.