**Dawn Kemp**

 **Funeral Celebrant**

 **Lincolnshire**

**GDPR: Use of Your Data - Client Copy**

**Your privacy is important. This form sets out the use of your data, your rights, and your level of consent.**

**This sheet is for you to keep as a reference.**

For the specified purposes of creating your ceremony, and fulfilling legal obligations (summary records only for tax/accounting purposes), it is necessary that I (DK) will gather some personal data directly from you as a 'legitimate interest'.

This may include some or all of these:

* Names, addresses, phone numbers, and emails belonging to you, the client(s)
* Name, dates, and any personal details you share about the deceased, and other family members
* Photographs or documents scanned for the production of the keepsake & electronic script

*None of your personal contact details are contained within the electronic script produced for you.*

*These are kept separately on a booking form.*

This data is stored:

* Securely on a password protected laptop and/or memory stick
* On password/biometric ID protected mobile phone, temporarily, then deleted once transferred to PC/secure memory stick

The data is accessible only by myself, except for:

* Checking of basic records (name, dates, fees) when requested by accountants/HMRC
* Extraordinary events where it is necessary for the ceremony to proceed (e.g. where an unforeseen occurrence prevents timely attendance at the ceremony), when some data (basic contact details) may need to be shared with other funeral professionals

**Shortly after of the ceremony the following will happen to your data:**

* **Deleted or shredded:**

 Images/documents scanned/saved, text messages, booking form, meeting notes, ceremony drafts.

* **Anonymised:**

 Client feedback on ceremonies which may be used in marketing, *unless* explicit permission is

 granted for names to be used in testimonials.

Script - in excerpt or full, if requested for quality assurance checks with funeral professionals/bodies.

**\*\*\*PTO for the consent form. You can either tell me directly, email this form, or email/text your preference \*\*\***

**GDPR: Your Consent - Client Copy (for you to retain)**

**Name (please print clearly): Signed: Dated:**

**............................................................................. .................................................... ............................**

**with regards to data held for the ceremony for (please print name/details) ..............................................**

Please read and **tick each** of the following to show you are aware of each of your **rights**:

⬜ I understand I may contact you to delete my data at any time

⬜ I understand I may ask to see data held on me, and receive a free response within one month

⬜ I understand that any data breaches that could affect me will be reported to the Information Commissioner's Office within 72 hours

Please read and **tick each** of the following to give your affirmative **consent** to me keeping your data:

⬜ I consent to you keeping the data necessary for the purposes of ceremony creation and record keeping for tax purposes

⬜ I understand my personal data will be kept securely, and that notes/images used to create the ceremony but which are not part of the presentation script will be deleted/shredded after use.

**Either tell me in person, indicate your preference by email or text, or return this form**

D Kemp - Funeral Celebrant, Lincolnshire, updated April 2019

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