



## **PRIVACY NOTICE**

Embrace the Day are professional independent celebrants with many years' experience of conducting over 1,000 ceremonies including marriages, renewal of vows, commitments and namings. We work with a huge number of families from all backgrounds and nationalities developing their ideas. We have conducted many different styles of ceremonies and are able to create something totally unique and special.

In order to do this it is necessary for us to collect personal and sometimes sensitive information from our clients. This can include family histories and employment details, together with, names, addresses and contact details for our clients.

The legal basis (under the EU's General Data Protection Regulation, to be enacted by the 2018 Data Protection Bill now going through Parliament) under which we hold this personal data is our clients have given consent to the processing of their personal data for the purposes of creating and conducting a personalised ceremony.

The normal system in place is that we collect contact details via our booking form that is completed by our clients. We also collect more detailed personal information as part of the script meeting once clients have booked with us and this is necessary for us to provide a script and ceremony with a high degree of personalisation.

When clients sign the booking form they are consenting for us to process their personal information, subject to the restrictions below.

- If we wish to do any data processing beyond what is necessary to provide your script and ceremony we will seek your specific consent. In particular we will not share your personal data with anyone without asking your permission first.
- When we send out information we will ensure that your personal data is protected and not shared
- You can ask for a copy of the personal data we hold on you, which we will provide within 30 days.
- Once your ceremony has been conducted we will destroy all the personal data we collected from you at your script meeting. All paper copies will be shredded.
- We will retain your name and email address on our mailing list unless you contact us and ask for it to be removed.
- You have the right to 'be forgotten' but if you ask us to delete your contact details you will no longer receive any communications from us.
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- If your email address or other items of personal data that you know we hold should change, or if we have it wrong in the first place, please let us know so that we can correct it.

We hold your data electronically, password protected, on a secure web based server. The office is not accessible by members of the public. Any paper documents are stored securely in a locked cabinet.

You do have the right to complain to the Information Commissioner's Office and further information on how to do this can be found on their website:

<https://ico.org.uk/>

Should you have any queries regarding any of the above please contact Lisa Siembab at the Embrace the Day office on the number below.

This policy will be reviewed annually and you will be made aware of any changes.

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