

Kaylie Cullen Celebrant Services Ltd Privacy Policy

Kaylie Cullen Celebrant Services Ltd is committed to ensuring the security and protection of the personal information that it processes and committed to developing a data protection regime that is effective, fit for purpose and demonstrates an understanding of the new General Data Protection Regulations (GDPR) 2018. You can find out more about the new GDPR on the website of the Information Commissioner Office. www.ico.org.uk

If, after reading this statement, you have any questions, please email kccelebrantservices@gmail.com. Always use a secure internet server.

Personal data is information which relates to a living individual who can be identified from that information. The legal basis for collection and use of your personal data is to:

- Arrange and carry out services as agreed within your booking.
- (optionally and with your permission) be used for marketing purposes, e.g. photographs & reviews

Implied Consent

Kaylie Cullen Celebrant Services Ltd operates an “opt in” approach for data usage and storage. By submitting your details or utilising the website and associated links or forms, you are opting into data collection and usage (this is known as ‘implied consent.’)

On appointment of my services, you will also be asked to sign an opt in data collection form. You may opt out by making a formal request to me via my email address. Please ensure you receive written confirmation that your “opt out” request has been acknowledged.

In this circumstance I will no longer use specific information you have provided from this point on. However, you need to be informed that any published and public materials that already includes your information or photos cannot be recalled.

How your personal data is used

Kaylie Cullen Celebrant Services Ltd will use your personal data to the extent necessary to:

- Carry out your booking, including
 - Contacting you, when necessary, in relation to your booking
 - Receive payment
- (Optionally and with your permission) be used for marketing purposes, e.g. photographs & reviews

Your data will not be used for any other purpose or passed on to third parties other than those detailed below and only for the purposes of use stated above:

- Meta (Facebook, Instagram, etc.) for social media posts.
- Google (Google Calendar, Maps, Reviews and email etc.)
- Wix webhosting
- Event Suppliers
- Funeral Directors / Wedding Planners (if relevant)
- Third parties the client requests I liaise with.

Kaylie Cullen Celebrant Services Ltd has taken appropriate measures to safeguard personal data under their control against unauthorised access, unlawful or accidental destruction or accidental loss.

Data Storage

Your personal data will be stored electronically, and password protected.

Data Retention Policy

Your data will be retained whilst your booking is being arranged and has taken place. Thereafter, unless otherwise agreed Kaylie Cullen Celebrant Services Ltd may continue to hold some of your personal data for a further period of 6 years to ensure compliance with Company Law and HMRC Statutory VAT reporting requirements.

Where there is no requirement to continue to hold your personal data Kaylie Cullen Celebrant Services Ltd will destroy it.

Right of Access

You have the right to obtain confirmation that your personal data is being processed by Kaylie Cullen Celebrant Services Ltd and what personal data is held.

You may make your request at any time by e-mail, detailing the precise nature of your request so that there can be no misunderstanding. Further information is available from the Information Commissioners Office website on how to make a request.

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/subject-access-request/>

Within 7 days of receiving your request Kaylie Cullen Celebrant Services Ltd will send you a written acknowledgement noting when you can expect to receive a response.

Within 30 days of your request Kaylie Cullen Celebrant Services Ltd will provide you with the information that is held in a structured, commonly used and machine-readable (probably Word or Excel) format except where Kaylie Cullen Celebrant Services Ltd have agreed with you that this would be impossible, or that it would involve undue expense, in which case it may make the information available to you to view on a screen.

Right to Complain

If you believe that there is a problem with how Kaylie Cullen Celebrant Services Ltd is collecting, holding and processing your personal data you have the right to complain. Initially you should address your complaint to Kaylie Cullen Celebrant Services Ltd. Kaylie Cullen Celebrant Services Ltd will respond to your complaint within 7 days. You also have the right to address your complaint to the Information Commissioners Office.

Tel: 0303 123 1113, Email: casework@ico.org.uk, Website: <https://ico.org.uk>

Privacy Statement Updates

Kaylie Cullen Celebrant Services Ltd reserves the right to modify this privacy statement at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website.

If material changes are made to this statement, the date it has been updated will be noted here. If any changes are made to the privacy statement, your right to “opt out” or “withdraw consent” for data use remains the same.

Date of last review: December 2024