

Privacy Policy

The General Data Protection Regulation (GDPR), requires all businesses organisations, who collect and use personal information, to do so in a manner that protects your privacy. The GDPR covers the processing of all personal data. Personal data is information which relates to a living individual who can be identified from that information.

The Authentic Celebrant is committed to protecting and respecting your privacy and treats your data with the utmost care and will only use or share it for the purposes agreed with you in advance.

The legal basis for collection and use of your personal data is to:

Arrange and carry out services as agreed within your booking and/or provide you with marketing communications.

Explicit Approval

The Authentic Celebrant gained your explicit approval to collect, hold and process your personal data as set out below when you engaged their services.

How The Authentic Celebrant will use your personal data

The Authentic Celebrant 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
- Provide you with marketing/promotional communications as agreed in advance

The Authentic Celebrant has taken appropriate measures to safeguard personal data under their control against unauthorised access, unlawful or accidental destruction or accidental loss.

The Authentic Celebrant will not give your personal data to any third party, except where required to do so by law under duress of any legal proceeding or investigation.

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, The Authentic Celebrant 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 The Authentic Celebrant will destroy it.

Right of Access

You have the right to obtain confirmation that your personal data is being processed by The Authentic Celebrant and what personal data is held.

You may make your request at any time and by any reasonable means (letter, telephone, e-mail) although it is preferred that you make contact in writing, 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 The Authentic Celebrant will send you a written acknowledgement noting when you can expect to receive a response.

Within 30 days of your request The Authentic Celebrant will provide you with the information that is held in a structured, commonly used and machine-readable (probably Word or Excel) format except where The Authentic Celebrant 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 The Authentic Celebrant is collecting, holding and processing your personal data you have the right to complain. Initially you should address your complaint to The Authentic Celebrant

The Authentic Celebrant will respond to your complaint within 30 days.

Contacting The Authentic Celebrant:

Phone 07821 826330

Email celebrant@theauthenticcelebrant.co.uk

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>