

Privacy Policy

Mark the Day (Mark Hemsley Professional Celebrant)

My contact details

Name: R. Mark Hemsley

Phone Number: 07432 203221

E-mail: markhemsleycelebrant@gmail.co.uk

The type of personal information I collect

I currently collect and process the following information:

- Name
- Contact details
- Address
- Personal details

How I get the personal information and why I have it

Most of the personal information I process is provided to me directly by you to enable the creation of an appropriate celebration and ceremony. This may include factual information such as key dates and names, as well as information about a person's life and experiences. All information collected is only shared following approval by you.

I also receive personal information indirectly, from other sources that you have engaged with and given consent to, as part of the service provided. This may include wedding planners, venues and Funeral Directors.

I use the information that you have given to me in order to create a bespoke ceremony as requested by you. This includes namings, weddings, anniversaries, funerals and memorial services.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases I rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting me at markhemsleycelebrant@gmail.co.uk

(b) I have a contractual obligation.

(c) I need it to perform a public task.

(d) I have a legitimate interest.

How I store your personal information

Your information is securely stored.

I keep contact details and your shared information for a period of 12 months after the completion of the agreed service. I will then dispose your information by shredding (electronically and/or physically).

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask me for copies of your personal information.

Your right to rectification - You have the right to ask me to rectify personal information you think is inaccurate. You also have the right to ask me to complete information you think is incomplete.

Your right to erasure - You have the right to ask me to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask me to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that I transfer the personal information you gave me to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, I have one month to respond to you.

Please contact me at markhemsleycelebrant@gmail.co.uk if you wish to make a request.

How to complain

If you have any concerns about my use of your personal information, you can make a complaint to me at markhemsleycelebrant@gmail.co.uk.

You can also complain to the ICO if you are unhappy with how I have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

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