



JR Celebrancy

Privacy Policy for JR Celebrancy Services

1. Introduction

I am committed to protecting your privacy and handling your personal information with care, sensitivity, and respect. This privacy policy explains what personal data I collect, how I use it, and your rights under the UK GDPR.

2. The Personal Data I Collect

To provide funeral Celebrancy services, I may collect the following information:

- Your name and contact details
- Details about the person who has died
- Family information relevant to the ceremony
- Information needed to create a personalised funeral service
- Any documents, readings, or materials you choose to share
- Payment and invoicing information

I only collect information that is necessary to deliver the service you have requested.

3. How I Use Your Personal Data

I use your information to:

- Communicate with you about the funeral arrangements
- Prepare and deliver a personalised funeral ceremony
- Liaise with funeral directors and other professionals involved
- Keep records required for legal, tax, or administrative purposes

I do **not** use your data for marketing unless you explicitly consent.





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4. Lawful Basis for Processing

Under GDPR, I rely on the following lawful bases:

- **Contract:** to provide the Celebrancy service you have requested
- **Legal obligation:** for financial and record-keeping requirements
- **Consent:** for any optional use of your information (e.g., testimonials)
- **Legitimate interests:** to run my business effectively and securely

5. Sharing Your Information

I may share your information only with:

- Funeral directors involved in the ceremony
- Venues or crematoria where the service is held
- Professional advisers (e.g., accountants) when legally required

I do not sell or pass your information to third parties for marketing.

6. How Long I Keep Your Data

I keep essential records (such as invoices) for up to **7 years** to meet legal obligations.

Ceremony scripts may be kept for up to **7 years** and notes of the family meetings will be shredded **on the day** of the ceremony, unless you request deletion sooner.

7. Your Rights

You have the right to:

- Access the personal data I hold about you
- Request corrections to inaccurate information
- Ask for your data to be deleted
- Object to or restrict certain types of processing
- Withdraw consent at any time (where consent applies)

To exercise any of these rights, please contact me using the details below.





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8. How I Protect Your Data

I store your information securely and take appropriate steps to prevent unauthorised access, loss, or misuse. Digital files are password-protected, and paper notes are kept securely.

9. Contact Details

If you have any questions about this privacy policy or how your data is handled, please contact:

Jennifer at JR Celebrancy

Email: jennifer@jrcelebrancy.co.uk

Phone: 07727 271877.

You also have the right to raise concerns with the **Information Commissioner's Office (ICO)** at ico.org.uk.

