**Creating Memories**

**Privacy Statement**

As the owner of Creating Memories Celebratory Ceremonies, I am serious about the protection of your privacy and confidentiality.

I can assure you that any personal information I collect to produce the service is:

* + Stored securely.
	+ Will never be used for marketing purposes.
	+ Will never be passed on to any third parties (for example, the ceremony venue) without your prior consent.
	+ Only used for the purposes intended and requested by yourself
	+ Not discussed or shared with any individuals requesting information from Creating Memories
	+ You have the right to review your permissions at any time

Personal information is processed on the basis that you have requested me to provide a Service on your behalf and that the information you have provided will only be used for that purpose.

Ceremonies produced will be retained securely as a record of the service performed. Any hard copies of the arrangement form and the ceremony will be shredded on the First Year Anniversary after the ceremony.

Electronic data is stored on a remote hard drive and Laptops/Mobile Phones are password protected and have secure virus checking software.

Under GDPR regulations, you have the right to request for any personal data collected, to be securely deleted. This will be completed within one month of the request. This is called your “right to be forgotten”. You also have the right to ask for the details of any data held on you and update or correct this accordingly.

Our website will store cookies on your PC when you access it but we do have no monitoring apps associated with it and therefore your activity on it and our Facebook page cannot be traced back to you, unless you specifically make a comment or message us in which case this
Privacy Statement applies.

If we have had email contact with you – we retain your email address only, for the purpose of, recalling your initial contact should you wish to contact us in the future – we do not market ours or any other Service to you.

If you prefer not to have any data retained of your Ceremony and/or your contact information please advise us in either an email to creatingmemoriesuk@outlook.com or in writing to Creating Memories, 11 Chapel Terrace, Honley, Huddersfield HD9 6JA or by text/message or phone call to 07887584125. We are committed to protecting your right to privacy and can assure that we do not collate or retain any data for the purpose of marketing and / or sales purposes.

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**Lynne Green Owner/Ceremony Celebrant**