

# Data Protection

## **How we use your personal data.**

We will only use your personal data when the law allows us to. Most commonly, we will use only your personal data in the following circumstances:

Where we need to perform the funeral arrangements we are about to enter into or have entered into with you.

Where it is necessary for our legitimate interests or those of a third party i.e, The Minister/ Civil Celebrant, Monumental Masons (for removal of headstone) and that your interests and fundamental rights do not override those interests.

Where we need to comply with a legal or regulatory obligation.

Generally we do not rely on consent as a legal basis for processing your personal data.

You have the right to withdraw consent to holding personal data at any time by contacting us by letter or email.

## **Data security.**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, third parties who have a need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## **How long will you use my personal data for?**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

By law we have to keep basic information about our customers (including Contact, Identity, Financial and Transaction Data) for six years after they cease being customers for tax purposes.

## **Your legal rights.**

Under certain circumstances, you have rights under data protection laws in relation to your personal data:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

If you wish to exercise any of the rights set out above, please contact us.

Further information on The Data Protection (Bailiwick of Guernsey) Law 2017  
can be downloaded from: [www.guernseylegalresources.gg](http://www.guernseylegalresources.gg)