



Privacy Policy

I, Tracey James, am committed to protecting and respecting your privacy. Personal data is information which relates to a living individual who can be identified from that information.

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

Arrange and carry out services as agreed within your booking.

Explicit Approval

I, Tracey James, gained your explicit approval to collect, hold and process your personal data as set out below on your booking form when you engaged their services.

How Tracey James will use your personal data

Tracey James 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

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

Data Storage

Your personal data will be stored electronically. Any hard copies will be secured in a locked cabinet.

Data Retention Policy

Your data will be retained whilst your booking is being arranged and has taken place. Thereafter, unless otherwise agreed I, Tracey James, may continue to hold your 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 it will be destroyed. Hard copies will be destroyed six months after the ceremony has taken place.

Right of Access

You have the right to obtain confirmation that your personal data is being processed by I, Tracey James, 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 I, Tracey James, will send you a written acknowledgement noting when you can expect to receive a response.

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

I, Tracey James, will respond to your complaint within 7 days.

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>

Address for contact: hello@traceythecelebrant.com