



ES Invites & Occasions GDPR COMPLIANCE

How ES Invites & Occasions uses, retains and processes your Data:

- Your details have been supplied to myself from funeral homes, or you have contacted me directly. These details are supplied and used to enable me to contact you directly to allow me to convey my services to you as a Celebrant.

How ES Invites & Occasions processes your Data:

- When you are visited by myself, you agree to discuss the information of a person with me to use to compile Eulogies for the use in a service such as Naming ceremony, Civil Partnership, Renewal of Vows or Funeral. Information discussed may include place of birth, addresses/towns lived in, favourite places (Restaurants/bars holidays). Pictures may be supplied in order for me to complete the orders of services.
- As well as names of places worked, businesses owned, colleagues, family members and friends, the information of where a person has passed away and reason may also be disclosed to assist in the writing of their Eulogy.

How ES Invites & Occasions stores your Data:

- Contact information is kept on my phone. Entry to the phone is protected by a code number and fingerprint recognition is also enabled.
- The Laptop is a personal laptop and entry to the laptop is only available by password/ pin number entry.
- The Laptop is backed up on an external hard-drive. This is stored in my house and is kept in the office in a locked filing cabinet.

How ES Invites & Occasions Shares your Data:

- Personal information used for the writing of Eulogies is written by hand and then typed up to compile the Eulogy. This is stored on the laptop. These documents are then emailed to yourself to proofread to ensure you are happy with the content of the Eulogy. If any amendments are required, then these are completed, and the original document deleted.
- Information given such as photo's may be shared to other parties, such as funeral homes, to produce Orders of Services.
- Completed Eulogies are stored in a display book as a portfolio. These are kept in the office. They are only shown as evidence of work carried out to future clients if this is agreed by yourself.

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How ES Invites & Occasions processes your Feedback:

- After the service of ES Invites and Occasions is completed, feedback to the Facebook page is always appreciated. This is done via Facebook from yourself to my page ES Invites & Occasions.
- Feedback received is then responded to by myself and copied from there to my actual website www.esinvitesandoccasions.com The feedback is copied word for word; however, it is only your first name and the town or county where you live that is disclosed. (For example, Eddie in Hampshire or Eddie in Portsmouth)

ES INVITES & OCCASIONS Agreement of GDPR Compliance Consent Form

Name		Yes	No
	I agree for ES Invites & Occasions to contact me by phone?		
	I agree for ES Invites & Occasions to contact me by Text?		
	I agree for ES Invites & Occasions to contact me by Email?		
	I agree the information given can be stored in accordance to the GDPR above?		
	I agree for ES Invites & Occasions to keep my contact details afterwards for future contact?		
	I agree that feedback given on the Facebook page may be transferred to the website, and I will be known on the website only as Name and Town/county in accordance with the GDPR agreement above?		
	I agree that material such as pictures and Eulogies etc can be emailed to the funeral homes as required by the service in accordance with the GDPR agreement above?		
	I agree that material such as pictures and Eulogies etc can kept in the portfolio and shown as proof of work in accordance with the GDPR agreement above?		
	I agree that if any artwork had been created by ES Invites & Occasions then this may be displayed on the Facebook page and website, as long as the actual photographic pictures, names, venues, times etc CANNOT identify the actual person, unless in relation to invites designed in accordance with the GDPR agreement above		
Note**	The website referred to is	www.esinvitesandoccasion.com	
	Facebook Page referred to is	ES Invites & Occasions	
	Email Address referred to is	esinvitesandoccasions@yahoo.com	

Name	Date	Signed