GDPR and Privacy Policy

1. Introduction

Jo Griffin is committed to protecting and respecting your privacy in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This Privacy Policy explains how I collect, use, store, and protect your personal information when you contact me or use my celebrant services.

2. Who I Am

Business Name: Jo Griffin Celebrant
Celebrant: Jo Griffin
Email: contact@jogriffincelebrant.co.uk **Phone:** 07851 883523
Website:
Jo Griffin is a sole trader providing celebrancy services and responsible for the safe collection, storage and use of the personal data given by clients or prospective clients making enquiries.

3. Information I Collect

Contact Information:

- Names, addresses, email addresses, and telephone numbers
- Information relating to ceremonies and events
- Family details and relationship information relevant to the ceremony
- Photographs or videos (only with permission)
- Communications sent by email, phone, social media, or contact forms

For some ceremonies, this may include sensitive personal data such as religious beliefs or health-related information where necessary and provided voluntarily by the client.

Website Usage Data: some information is collected by the website provider to provide me with data to help improve my website performance and user experience.

Cookies: My website uses cookies to enhance your browsing experience.

4. How I Collect Your Data

I collect personal information when:

- You contact me directly
- You complete a website contact form
- You book my services

- You provide information during consultations
- You communicate via email, phone, or social media

5. How I Use Your Information

- To respond to your enquiries and provide my celebrant services.
- To improve my website's functionality and user experience.
- To analyse website traffic and usage patterns.

I will only use your personal data where I have a lawful basis to do so under UK GDPR.

6. Lawful Bases for Processing

The lawful bases I rely on include:

- **Contract:** To provide celebrant services you have requested
- **Consent:** Where you have given clear consent
- **Legal obligation:** To comply with legal or tax requirements
- **Legitimate interests:** To operate and improve my business responsibly

7. Sharing Your Information

I do not share your personal data with third parties. I may share information with trusted third parties where necessary, including:

- Accountants or payment providers
- IT and website service providers
- Venues or suppliers involved in your ceremony (with permission)
- Legal or regulatory authorities where required by law

All third parties are expected to respect the security of your data and comply with data protection laws.

8. Security

I take reasonable measures to protect personal data from loss, misuse, unauthorised access, disclosure, or alteration.

9. How Long I Keep Your Data

I only retain personal data for as long as necessary to fulfil the purposes it was collected for and comply with legal obligations.

Typically:

- Client records and invoices are retained for up to 6 years
- Enquiry information may be deleted after 12 months if no booking is made

10. Your Rights

Under UK GDPR, you have rights including:

- The right to access your personal data
- The right to correct inaccurate data
- The right to request deletion of your data
- The right to restrict processing
- The right to object to processing

- The right to data portability
- The right to withdraw consent at any time

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

11. Cookies and Website Use

My website may use cookies to improve user experience and analyse website traffic. You can control cookie settings through your browser.

12. Complaints

If you have concerns about how your personal data is recorded or kept, please contact me directly so I can answer any questions. You also have the right to complain to the UK Information Commissioner's Office (ICO): Information Commissioner's Office (ICO)

13. Changes to This Policy. This policy will be reviewed and updated annually. The latest version will always be available upon request.

September 2026

To be reviewed annually