

MORRIS BROTHERS (TAVISTOCK) LTD

The Old Bedford Foundry, Lakeside, Tavistock PL19 0AZ

Telephone 01822 612023

PRIVACY POLICY

1. All data whose personal data is collected, will be in line with UK General Data Protection Regulations 2018.

2. Morris Bros is responsible for ensuring that this policy is made available to all data subjects prior to processing the data. All employees of Morris Bros who interact with data subjects are responsible for ensuring that this notice is drawn to their attention and gain their consent to the processing of their data.

3. The personal data that we collect from you will be used solely for the purpose of fulfilling the booking requirements of the funeral services you have requested by entering into our Contract. Your personal data will be used to process the booking requirements and the administration after the funeral: invoicing, charitable donation administration, ashes collection and/or interment and/or monumental mason services.

4. The personal data that will be processed:

Name of deceased client (& pre deceased relatives for the purpose of locating a grave for example where applicable), date of birth & death of deceased client, home address of deceased client and their religion if any. We will also process the your name, address and telephone number as the family/executor instructing our services.

5. By consenting to this privacy policy you are giving us permission to process your data specifically for the purposes identified. Your personal data will not be entered into a mailing list or used for future marketing purposes.

6. Morris Bros will not pass on your personal data to third parties without firstly obtaining your consent. The following third parties may receive your personal data for the purpose of fulfilling the booking requirements of the funeral services and these third parties include: a crematorium for the purpose of arranging a cremation of the deceased, a cemetery for the purpose of arranging a burial of the deceased or an interment of ashes at a later date, a celebrant/member of clergy for the purpose of arranging details of the actual service, a registered charity chosen by the data subject for the processing of charitable donations in memory of the deceased, a stonemason for the purpose of arranging memorial works where required.

7. Morris Bros will process personal data from the day of instruction, through the duration of the booking of the services, the processing of invoicing & receipting payment of the funeral services and the progression of charitable donations from the funeral which is approx. 6 weeks after the funeral date. Morris Bros will continue to process data until such a time that full payment has been received and any ashes collected/delivered/interred. Morris Bros will retain a booking

summary of the services provided including your personal data for historical recollection only at a time of further funeral services being instructed of the data subject or their next of kin should the data subject become deceased.

8. At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

Right of access - you have the right to request a copy of the information that we hold about you.

Right of rectification - you have a right to correct data that we hold about you that is inaccurate or incomplete.

Right to be forgotten - in certain circumstances you can ask for the data we hold about you to be erased from our records.

Right to restriction of processing - where certain conditions apply to have a right to restrict the processing.

Right of portability - you have the right to have the data we hold about you transferred to another organisation.

Right to object - you have the right to object to certain types of processing such as direct marketing.

Right to object to automated processing, including profiling - you also have the right to be subject to the legal effects of automated processing or profiling.

Right to judicial review: the event that Morris Bros refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complaint as outlined below.

All of the above requests will be forwarded on should there be a third party involved in the processing of your personal data.

9. In the event that you wish to make a complaint about how your personal data is being processed by Morris Bros (or third parties) or how your complaint has been handled, you have the right to lodge a complaint directly with the Supervisory Authority and Morris Bros.

Supervisory Authority
Information Commissioners Office
Churchill House
17 Churchill Way
Cardiff
CF10 2HH
Email wales@ico.org.uk
Tel 029 2067 8400

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