

Tori Morgan Civil Celebrant Privacy Policy

Our contact details

Name: Victoria Morgan
Website: torimorgan.co.uk
Phone Number: +44 7587 397741
E-mail: info@torimorgan.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Full Name
- Address
- Email Address
- Phone Number

How we get the personal information and why we have it

The personal information we process is provided to us directly by you for the purpose of creating a ceremony that you have commissioned.

We use the information that you have given us in order to contact you directly about your ceremony.

We do not share your details with third parties and will never sell your data to any marketing companies.

Under the UK General Data Protection Regulation (UK GDPR), the lawful base we rely on for processing this information is we have a legitimate interest.

How we store your personal information

Your information is securely stored.

All hard copy paperwork connected to your ceremony will be shredded after your ceremony.

Electronic copies of actual ceremonies are kept in a secure password protected folder within Google Drive, for future reference and for personal tax purposes.

All other data, electronic copies, and correspondence will be deleted after your ceremony.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@torimorgan.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@torimorganwellbeing.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>