



GDPR and Privacy Policy

CeremonieswithLiana

Owner: Liana Briggs

At **CeremonieswithLiana**, I am committed to ensuring the security and protection of the personal information I collect and process, in line with the General Data Protection Regulation (GDPR) 2018. My aim is to maintain a data protection regime that is effective, compliant, and fit for purpose, while supporting my business growth. For further information on GDPR, please visit the Information Commissioner's Office (ICO) at www.ico.org.uk.

If you have any questions after reading this statement, please feel free to contact me via email at hello@ceremonieswithliana.com. Always ensure that you use a secure internet server when sending sensitive information.

1. Personal Information I Collect

I collect and process various types of personal information, which may include:

- Full names of the couple
- Address(es)
- Telephone number(s)
- Email address(es)
- Age(s)
- Sexual orientation
- Race/ethnicity
- Identifiable photographs
- Details of your ceremony and venue

While I may not always ask directly for some of this information, you might disclose it indirectly, such as when requesting a same-sex ceremony (indicating sexuality) or choosing a specific cultural theme (indicating race or culture).

2. Use and Sharing of Information

I treat your personal information with respect and confidentiality. Your data will not be shared with third parties unless you give explicit consent, or if required by law. Below are specific ways in which your data may be used or shared:

- **Ceremony Coordination:** I may contact venues, photographers, or other suppliers on your behalf, but only with your permission.
- **Business Development:** Anonymised details of your ceremony may be used for training, professional

development, or marketing purposes to help grow my business.

- **Financial Records:** My accountant may access financial documents (invoices, bank statements) containing your name, to comply with tax regulations.
 - **Legal Compliance:** In some cases, I may be required by law to share your information with law enforcement or tax authorities, such as HMRC.
-

3. *Retention of Personal Data*

To support business growth and maintain compliance with GDPR, I retain your personal data for the following periods:

- **Ceremony Details and Communications:**
Personal data related to your ceremony, such as questionnaires, contracts, and email correspondence, will be retained for up to seven years after your ceremony date. This retention period ensures I can use past ceremony information for business insights, repeat services, or marketing purposes. You may request deletion of these records sooner, subject to legal and compliance requirements.
- **Photographs and Videos:**
If you consent to the use of identifiable photographs or videos for marketing purposes (such as on my website or social media), I may retain and use them indefinitely unless you request their removal. However, once shared publicly, removal

may not be possible from third-party websites or social media platforms.

- **Financial Data:**

Financial records, such as invoices and payment information, will be retained for **at least five years** to comply with tax and accounting regulations.

You may opt-out or request the deletion of your data at any time by contacting me via email. If your data is no longer needed for legal or business purposes, I will securely delete it.

4. *Your Rights*

You have several rights under GDPR, including:

- **Opting In and Out:** By using my services and submitting your personal information, you consent to the collection and processing of your data. You can withdraw your consent at any time, and I will stop processing your data from that point forward (except where retention is required for legal purposes).
- **Right to Access:** You have the right to request a copy of the personal data I hold about you (subject access request).
- **Right to Rectification:** If you believe any data I hold is incorrect or needs updating, you can request that I correct it.
- **Right to Erasure:** You may request that I delete your data where there is no compelling reason for its continued processing.

5. Security and Data Storage

I take all reasonable measures to ensure that your data is kept secure, whether in physical or digital format.

- **Physical Data:** Paper records (such as contracts or consent forms) are stored in locked, secure storage at my home and destroyed when no longer needed, or as required by law.
- **Electronic Data:** Digital records are stored on password-protected, firewalled devices and may be backed up in secure cloud storage. These are retained for up to **seven years** to support business operations and growth.

While I strive to ensure the utmost security, no data transmission over the internet is entirely secure. Therefore, by using my services, you acknowledge this risk, particularly for communication via email.

6. Website Data Collection and Cookies

When you visit my website, it automatically collects certain information, including your IP address, session information, and actions you take on the site. This helps improve user experience and analyze website traffic.

- **Cookies:** My website uses cookies to track your movements on the site. You can disable cookies via your browser settings if you prefer. However, doing so may affect your user experience.
-

7. Third-Party Services and Platforms

If you interact with my business via third-party platforms such as Facebook, Instagram, or other social media, their privacy policies and cookie policies will also apply. Please refer to their individual policies for more information.

8. Data Breach Responsibility

While I take every precaution to secure your data, I cannot guarantee the security of data transmitted via the internet. If a data breach occurs, I will inform the ICO and affected individuals in line with GDPR guidelines.

9. Updates to the Privacy Policy

I reserve the right to update this Privacy Policy as my business grows and changes. Any significant changes will be posted on my

website, and the updated date will be clearly noted. You will still retain the right to opt out or withdraw consent following any updates.

10. Contact Information

For any queries, concerns, or requests regarding your data, please contact me:

Liana Briggs

CeremonieswithLiana

Email: hello@ceremonieswithliana.com

Always use a secure server when sending sensitive information.