**T P Bradbury Funeral Directors Privacy Policy (Oct 22)**

**Our contact details**

Name: T P Bradbury Ltd t/a T P Bradbury Funeral Directors

Address:227 Hylton Road, Sunderland, SR4 7XA

Phone Number: 01915108000

E-mail:info@bradburyfunerals.co.uk

**The type of personal information we collect**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name and contact details, including address and email address)
* Information we needed to carry out the funeral showing what you requested us to provide. (eg. Type of coffin, whether a cremation or burial etc)
* Copies of emails sent and received from yourself, as these may form part of a service request and/or a verbal contract
* **NO** financial information is held by T P Bradbury Ltd.
* Information is kept for a minimum period of 7 years as the information we collect details how we generate an invoice.

George E Toomey

Director

OCTOBER 2022

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* To carry out your request for a funeral of a family member or friend etc

We may also receive personal information indirectly, from the following sources in the following scenarios:

* Sunderland City Council for the purpose of checking information relating to crematorium or cemeteries.
* H M Coroner in order to facilitate a funeral, only when the coroners office is involved.

We use the information that you have given us in order to:

* Carry out a funeral as per your request
* To ensure that what you request is achievable and invoiced accordingly.

We may share this information with either local or national government departments or bodies including NHS England when requested to, this is to ensure that the funeral goes ahead without delay.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting us at info@bradburyfunerals.co.uk**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**How we store your personal information**

Your information is securely stored.

We keep all information gained for a minimum time of 7 years. We will then dispose your information by removing your data from our digital records and any paperwork by secure shredding.

**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.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, 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@bradburyfunerals.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@bradburyfunerals.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>