

J Marshall Funeral Directors- Data Protection Policy for clients. How we process your data

When you ask J Marshall Funeral Directors to carry out the funeral arrangements you have specified, you become what is known as the Applicant for a funeral and are officially deemed to be our client. Instructions from the Applicant constitute a contract between us. We will use our clients' data as necessary in the performance of this contract. This will include:

- Recording the information you give us on paper and electronically
- Passing our client's details to third parties who require information in order to facilitate the funeral, and/or passing the details of others as instructed by our client. This may be in writing, by telephone and/or by email.
- This will always include:
 - Crematorium, cemetery, and/or burial ground- or such other place where the funeral and/or disposal of the Deceased will be carried out
 - This will usually include:
 - Minister(s), officiant(s), and/or Church Parish office(s)

Coroner's service

Medical practitioners and/or hospital staff

Charity(ies) specified for the collection and onward transmission of donations Government agencies, including where we need to comply with legal obligations The client's legal representatives (as specified)

Third-party debt collection, tracing, or court service(s), where our account remains unpaid and we have exhausted all other possibilities
is not exhaustive.

This list

If you would like to know what elements of the information we will be passing on to third parties, please let us know.

How we retain your data

- We will delete any written data which we do not need to retain immediately after the funeral, other than that outlined below.
- We will retain, in writing, information which confirms that we have fulfilled our obligations under the contract we have with you as outlined above or in case of future queries. We will destroy these after 10 years.
- We will delete any email conversations which contain identifying information once our obligations to you are fulfilled. Please note that this may be a length of time after the funeral, for example if we are retaining the cremated remains and discussing their final resting place with you or if our account remains unpaid.
- We are legally obliged to retain your basic contact information indefinitely. This enables us to be able to contact you in future should we be required to, for example if there was a necessity to exhume a grave. This may be in respect of our client or third parties whose information we have been given for contact purposes. This may include their name, address, contact telephone number(s) and/or email address(es).
- We will never sell this data to any other company
- We will never pass this information outside of the activities underlined above
- This information will be retained by hard copy securely stored in our offices
- This information will be retained on our computer system. This system is backed up to an encrypted server based in the UK.
- We would like to occasionally correspond with you in writing. We will always provide a way for you to opt out of such correspondence.

If you have any specific queries regarding any part of this policy, please contact us for further assistance.

How we process your data

When you pre-pay for your funeral with Freeman Brothers, you are entering into a contract with us to undertake your specified funeral when the time comes. We will use your data as necessary in the performance of this contract. This will include:

- Recording the information you give us on paper and electronically
- Passing your details to the administrators of the Funeral Trust
- We may occasionally contact you in writing to ensure the information we hold on you is correct
- If you provide us with the details of any third party, these details will be processed in the same way as your own.

If you would like to know what elements of the information we will be passing on to third parties, please let us know.

How we retain your data

- We will retain the contact details you have provided until the need to carry out the funeral arises. This may include your name, address, contact telephone number(s) and/or email address(es) and date of birth.
- We will never sell this data to any other company
- We will never pass this information along, outside of the activities underlined above in the section on data processing
- This information will be retained by hard copy securely stored in our offices
- This information will be retained on our computer system. This system is backed up to an encrypted server based in the UK.
- If you provide us with the details of any third party, these details will be retained in the same way as your own.

If you have any specific queries regarding any part of this policy, please contact us for further assistance.

J Marshall Funeral Directors Data Protection Policy for Job Applicants take privacy seriously and will only use job applicants' data as a necessary part of any recruitment process.

Applicants' information will be processed in the following ways:

- used to contact an applicant regarding the success or otherwise of their application
- this may be by telephone, in writing and/or by email
- to carry out internet searches as part of due diligence on candidates. This will be in line with our Equal Opportunities obligations.
- Successful applicants who go on to become employees will be subject to Freeman Brothers' Fair

Data Processing Policy and provided with the information therein.

Data will be retained, or otherwise, in the following ways:

- Successful applicants will have their data retained as with other employees
- Unsuccessful applicants' data held on paper will be shredded after the vacancy has been fulfilled

and they will be contacted in this respect. Any electronic communications will be 'double deleted'.

- Should we wish to retain an unsuccessful candidates' data, we will seek explicit consent and periodically re-establish consent to securely store this data as hard copy with access limited to managerial staff.
- Unsolicited job applicants are advised that their data will not be retained and advised of how vacancies are advertised. Their information is deleted and/or shredded as soon as this has occurred.

References will only be taken up with explicit consent after a conditional employment offer has been made.

If there are any questions about any aspect of this policy then please contact us.

Privacy and Cookies: jmarshallfd.co.uk Last updated: 17th May 2018

We operate <http://jmarshallfd.co.uk/> (the "Site"). This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users of the Site.

We use your Personal Information only for providing and improving the Site. By using the Site, you agree to the collection and use of information in accordance with this policy.

Information Collection And Use

While using our Site, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to your name ("Personal Information").

Log Data

Like many site operators, we collect information that your browser sends whenever you visit our Site ("Log Data").

This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our Site that you visit, the time and date of your visit, the time spent on those pages and other statistics.

In addition, we may use third party services such as Google Analytics that collect, monitor and analyze website traffic without collecting individualised data about visitors

Communications

We may use your Personal Information to contact you with newsletters, marketing or promotional materials and other information that you may have requested. We will never sell your data or pass it onto third parties.

Cookies

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive. Like many sites, we use "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site.

Security

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

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Privacy Policy: freemanbrothers.co.uk Changes To This Privacy Policy

This Privacy Policy is effective as of 17th May 2018 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on the website.

Contact Us

If you have any questions about this Privacy Policy, please contact J Marshall Funeral Directors at: info@jmarshallfd.co.uk or complete the contact form at: <http://www.jmarshallfd.co.uk/contact-us/>