



W S GAYTON & SON LTD COMPANY NUMBER: 06051446

General Data Protection Policy

ICO ZA358553 7<sup>th</sup> May 2018 – 6<sup>th</sup> May 2024

Data Protection Officer: Mrs Jane Gayton

Telephone numbers, addresses and email addresses are given to us on first contact. This data is kept for the purposes of conducting a funeral Service and for future reference when dealing with another bereavement in the same family.

The Applicant is asked to give their consent to us to retain their information indefinitely by signing a consent form.

Current data is kept on W S Gayton & Son Ltd secure A Drive and compliant cloud. Hard copies of information is kept in our office space whilst we arrange funeral Services. Past data is archived in a locked facility within our premises.

Information will be held for future reference in our archives and under no circumstance is it passed on to a third party.

When families do not wish us to retain information it is automatically deleted from our IT system and hard copies are destroyed using a cross shredder.

Occasionally others give us contact details in relation to the funeral Service; these contact details are usually email addresses or telephone numbers. This information is automatically deleted from our IT system and hard copies are destroyed after the funeral Service.

Golden Charter Pre-Paid Funeral Plan information is kept in a locked facility within our premises.

Employee records are also kept in a locked facility within our premises.