



W.S. Gayton & Son Ltd
FUNERAL DIRECTORS
EST. 1910

WS GAYTON & SON LTD COMPANIES NUMBER: 06051446

General Data Protection Policy

ICO ZA358553 7th May - 6th MAY 2019

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 (see attached)

Current Data is Kept on WS Gayton secure A Drive and compliant cloud. Hard copies of information kept in our office space whilst we arrange funeral services. Past data is archived in a locked cupboard.

Information will be held for future reference in our archives and under no circumstance passed onto a third party.

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

Occasionally others give us contact details in relation to the funeral, this is usually email or telephone numbers, this information is automatically deleted from our IT system and hard copies are destroyed after the funeral service.

Golden Charter information is kept in a locked cupboard.

Employee records are kept in a locked filing cabinet.