

## **Privacy Policy – Rites of Way**

I respect your privacy and am committed to protecting your personal information. This policy explains what information I collect, how it is used, and your rights. It is written in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

### **Information I Collect**

I may collect:

- Your name and contact details.
- Information about your ceremony.
- Details you choose to share so I can create your script.
- Payment information (processed securely by trusted third-party providers).

### **How and Why I Use Your Information**

Under the UK GDPR, the lawful bases I rely on for processing this information are:

1. **Contractual Necessity:** To respond to enquiries, plan your ceremony, and manage your booking.
2. **Legal Obligation:** To meet tax and accounting requirements.
3. **Legitimate Interests:** To improve my services or maintain records for future reference.

### **Sharing Your Information**

I do not sell or share your information with anyone unless:

- You ask me to.
- It is necessary for your ceremony (e.g., liaising with a venue or photographer).
- I am required to do so by law.

### **Storage and Retention**

Your information is stored securely on password-protected devices and trusted platforms. I keep your personal data only for as long as necessary to fulfill the purposes for which it was collected. For example, I typically hold booking and financial records for **7 years** to comply with UK tax laws.

### **Your Rights**

You have the right to request:

- A copy of the information I hold (a "Subject Access Request").
- Corrections to your information.
- Deletion of your information (unless I must keep it for legal reasons).

To make a request, please contact me at: [ritesofw@gmail.com](mailto:ritesofw@gmail.com)

If you are unhappy with how I use your data, you also have the right to complain to the Information Commissioner's Office (ICO).