

## **Privacy Policy: This privacy notice refers to *Paul Masson Funerals Ltd.***

### **Who are we?**

We are Paul Masson Funerals Ltd.

Our registered office is **42-46 Queens Road, Haywards Heath, West Sussex, RH16 1EE**

Company Registration No: 07342276

### **What personal data do we collect?**

We collect information such as your name, address, contact telephone numbers and email address. This information may be provided from you visiting our office, a telephone conversation, a letter or email you have sent us or from completing an online form from our website.

### **What do we do with this information?**

We use this information in order to supply you with our products and services that you have requested or enquired about. This may be to arrange a funeral service, a memorial, a pre-payment funeral plan or in the processing of charity donations following a funeral.

### **Who do we share this information with?**

We take the security of this information very seriously. We may share this information with selected third parties purely to enable us to fulfil our legal obligations, or to enable us to complete a service you have requested or if you have given us permission to do so. These organisations may include: crematoria or burial authorities, clergy or civil celebrants, hospitals, hospices and nursing homes, caterers and stonemasons. This may also include charities where you have requested us to look after charity donations on your behalf.

***Please be assured that we will never sell your information on to a third party.***

### **How long do we keep this information for?**

We will process your information whilst we complete the service/s you have requested from us. We may store data for as long as is reasonable and as long as we need to fulfil our legal requirements.

### **Your rights**

Please contact us if you have any questions about this privacy notice and the information we hold about you at any time.

Paul Masson Funerals Ltd 42-46 Queens Road, Haywards Heath, West Sussex RH16 1EE

Telephone 01444 410770

Email : paul@paulmassonfunerals.com

You also have the right to contact the Information Commissioner's Office if you have a complaint regarding the handling of your personal data.

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

This privacy policy was updated on 25th September 2018