

General Data Regulations (GDPR) ~ 25th May, 2018

This leaflet covers GDPR and demonstrates how A. Abbott & Sons (Rushden) Ltd is dealing with the new legislation and understanding your personal data preferences. You will be shown a series of questions for you to answer. Your consent must be freely given, specific, informed and unambiguous. Please ask if you are unsure of anything, as it is very important to us to understand your preferences regarding your personal data and retention of personal data.

Retention Policy v1

Personal Data obtained during the course of contact will be retained as follows:-

The GDPR Consent form will provide you with a free choice regarding the timescale we hold your personal data. These options may change from time to time but is as follows:-

1: Keep data for a reasonable period, say two years. The data will be held for at least two years then disposed of. However, this does not take into account any legal obligations we might have to retain personal data for a specific period of time. An example of this might be invoicing under VAT regulations. A specific record of your data destruction request will be held.

2: Keep Data forever. This means that we can keep the data for as long as reasonable, and possibly forever. The data can then be recalled as necessary for Legitimate interest, Legal Obligation, Public Task, Vital Interest, but not exclusively. An example might be to recall old data to support exhumation requests, but not exclusively.

3: Delete Data as soon as possible. The data will be disposed of as soon as possible. But this may be after a period of time to ensure that our legal obligations, but not exclusively, are met. A specific record of your data destruction request will be held.

4: Do not pass on my Data. This means that we will not pass on your details to third parties. However, we may therefore not be able to fulfil various contracts. You will be advised accordingly.

Destruction Policy v1

Here at A. Abbott & Sons we take security of your information seriously. Information (data) held will be destroyed in the following ways:-

- *General administration waste will be shredded daily*
- *General data will be destroyed in accordance with your consent*
- *Paper data will be blocked out from our funeral pages*
- *Electronic data will be deleted*
- *Certificate of deleted data will be issued upon request*
- *Copy paper invoices will be shredded after meeting VAT legislation and other legal requirements*
- *Copy electronic invoices will be deleted after meeting VAT legislation and other legal requirements*
- *Company record , insurance , pensions , staff records etc will be destroyed after completing legal date requirements*

You can change your retained data consent decision at any time by Email michael@abbottfunerals.co.uk or in person at our office or By telephone 01933 312142

If you would like more information about destruction of data or to suggest and possible additions for our policy then please email michael@abbottfunerals.co.uk or call 01933 312142. All enquiries made are most welcome.