

GEORGE STEWART FUNERAL DIRECTORS LTD – PRIVACY NOTICE

Scope

All data subjects whose personal data is collected, is in line with the requirements of the General Data Protection Regulation.

Responsibilities

George Stewart Funeral Directors Ltd is responsible for ensuring that this notice is made available to data subjects prior to any member of staff collecting/processing their personal data.

All Employees of George Stewart Funeral Directors Ltd who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

Privacy notice

Who are we?

George Stewart Funeral Directors Ltd is an independent funeral director's company based in Arbroath. Our registered office is at Hawthorn Bank, 44 Millgate Loan, Arbroath DD11 1PQ. We are here to assist families in their time of need with funeral arrangements, memorial services and interment of ashes. We can introduce our clients to pre-paid funeral plans and give guidance on pre-arrangements.

Why do we collect and use your personal data?

The primary legal basis that we intend to use for the processing of your data is for the performance of our contract with you. The information that we collect about you is essential for us to be able to carry out the services that you require from us effectively. Without collecting your personal data we'd also be unable to fulfil our legal and regulatory obligations.

How will we use the information about you?

We collect information about you in order to provide you with the services for which you engage us.

Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for George Stewart Funeral Directors Ltd to process both types of personal data, but it must be explicitly given. When we are asking you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time by contacting us to update your preferences.

Who might we share your information with?

George Stewart Funeral Directors will not pass on your personal data to third parties without first obtaining your consent. The following third parties may receive your personal data for the following purpose(s):

- A local crematorium for the purpose of arranging cremation of the deceased
- A local cemetery office for the purpose of arranging burial of the deceased, interment of ashes and lair information
- A nominated minister / celebrant for the purpose of arranging details of the funeral service
- A local organist / musician / piper for the purpose of arranging your chosen pieces of music for the funeral service
- A local florist for the purpose of organising and delivery of floral tributes for the funeral service
- A local catering establishment for the purpose of arranging funeral teas / buffet
- A stonemason for the purpose of arranging the erection of and / or inscription on a headstone
- Golden Charter for the purpose of arranging a pre-paid funeral plan

How long will we keep hold of your information?

George Stewart Funeral Directors Ltd will process personal data for as long as is necessary to allow us to fulfil your funeral services or any other service you have requested and will store the personal data unless you advise us otherwise. You have the right to request deletion of your personal data.

Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

How can I access the information you hold about me?

You have the right to request a copy of the information that we hold about you. If you'd like a copy of some or all of your personal information, please email or write to us using the contact details noted below.

We have an obligation to ensure that your personal information is accurate and up-to-date. Please ask us to correct or remove any information that you think is incorrect.

Cookies

We use cookies on our website to improve its performance and your experience. They do not store any personal information about you.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by George Stewart Funeral Directors Ltd, you have the right to lodge a complaint directly with the supervisory authority and George Stewart Funeral Directors Ltd.

The details for each of these contacts are:

	Supervisory Authority contact details	George Stewart Funeral Directors Ltd contact details
Contact Name:	Information Commissioner's Office	Mrs June Stewart
Address line 1:	Wycliffe House	George Stewart Funeral Directors Ltd
Address line 2:	Water Lane	Hawthorn Bank
Address line 3:	Wilmslow	44 Millgate Loan
Address line 4:	Cheshire	Arbroath, Angus
Address line 5:	SK9 5AF	DD11 1PQ
Email:	https://ico.org.uk/global/contact-us/email/	georgestewartfd@gmail.com
Telephone:	0303 -1231113	01241-431428

Changes to our privacy policy

We keep our privacy policy under regular review, and we'll inform you of any changes when they occur. This privacy policy was last updated on 01/07/2024.

How to contact us

Please contact us if you have any questions about our privacy policy or information, we hold about you: by email at georgestewartfd@gmail.com

Or write to us at George Stewart Funeral Directors Ltd, Hawthorn Bank, 44 Millgate Loan, Arbroath, Angus DD11 1PQ