

Freeman Brothers Funeral Directors- Data Protection Policy for pre-paid funeral plans

How we process your data

When you pre-pay for your funeral with Freeman Brothers, you are entering into a contract with us to undertake your specified funeral when the time comes. We will use your data as necessary in the performance of this contract. This will include:

- Recording the information you give us on paper and electronically
- Passing your details to the administrators of the Funeral Trust
- We may occasionally contact you in writing to ensure the information we hold on you is correct
- If you provide us with the details of any third party, these details will be processed in the same way as your own.

If you would like to know what elements of the information we will be passing on to third parties, please let us know.

How we retain your data

- We will retain the contact details you have provided until the need to carry out the funeral arises. This may include your name, address, contact telephone number(s) and/or email address(es) and date of birth.
 - We will never sell this data to any other company
 - We will never pass this information along, outside of the activities underlined above in the section on data processing
 - This information will be retained by hard copy securely stored in our offices
 - This information will be retained on our computer system. This system is backed up to an encrypted server based in the UK.
- If you provide us with the details of any third party, these details will be retained in the same way as your own.

If you have any specific queries regarding any part of this policy, please contact us for further assistance.