As the controller of the data process, Vivien Roussel- Celebrant du Choix is committed to protecting your privacy online. This Privacy Policy describes the personal information we collect and how we collect and use that information. The terms "we," "us," and "our" refers to Vivien Roussel – Celebrant de Choix.

The term "personal information" is defined as information that you voluntarily provide to us that personally identifies you and/or your contact information, such as your name, phone number, and email address.

Use of Vivien Roussel – Celebrant de Choix, including all materials presented herein and all services provided by Vivien Roussel – Celebrant de Choix, is subject to the following Privacy Policy. This Privacy Policy applies to all website visitors, clients, and all others using this service. By using this service, you agree to this Privacy Policy, without modification, and acknowledge reading it.

# INFORMATION WE COLLECT OVER THE COURSE OF OUR CLIENT RELATIONSHIP

The provision of personal data is necessary to enter into the contract and failure to do so will result in a void of service.

- We will gather personal information for the purpose of crafting your ceremony and fulfilling the terms of the contact. The processing is necessary for the completion of performance in order to meet the terms of the contract.
- We may collect personal data from the client in relation to participants of the ceremony.
- Scenarios where we collect special category data (i.e. medical/disability needs for participants) will be for the purpose of complying with legal obligations, including health & safety.
- We may use photographs for marketing purposes where consent has been given in the contract.

## **HOW LONG WE RETAIN YOUR DAT**A

For users that contact us through the website (if any), we store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time. Website administrators can also see and edit that information. Data will be held no longer than required for client relationship period but no longer than 7 years

#### WHAT RIGHTS YOU HAVE OVER YOUR DATA

You have various rights under the data protection law.

- Where we rely on consent, you have the right to withdrawal consent at any time.
- You have the right to make a complaint to the ODPA

Please visit <a href="https://www.odpa.gg/information-hub/information-rights/">https://www.odpa.gg/information-hub/information-rights/</a> for a full list of your rights.

#### WHERE WE SEND YOUR DATA

Visitor comments may be checked through an automated spam detection service.

For processing requirements, your details may be shared with all those required to meet the needs of crafting your ceremony. i.e. Guernsey Greffe, wedding event providers, funeral directors.

#### UPDATING YOUR INFORMATION

You may correct your personal information and privacy preferences by emailing us at vivien@vivienroussel.gg.

## **CHANGES TO THIS POLICY**

You acknowledge and agree that it is your responsibility to review this Site and this Policy periodically and to be aware of any modifications. We will notify you of any changes to this privacy policy by posting an updated privacy policy on the website.

#### CONTACT

If you have questions about our privacy policy, please email us at vivien@vivienroussel.gg.