



Data Protection Policy – Marc Lemezma

Policy information	
Organisation	Mark Stock TA Marc Lemezma - Funeral Celebrant - Speechmarc Coaching - The Wedding Magician - Marli The Magician Located at 44 Higham Close - Maidstone ME15 6RA
Scope of policy	This is a micro business with no employees other than the owner. This policy outlines how customer data is used, stored and managed.
Policy operational date	1 May 2018
Policy prepared by	Marc Lemezma / Mark Stock who acts as Data Controller & Manager
Policy review date	Reviewed 18 Jan 21 - Next review 18 Jan 2024

Introduction	
Purpose of policy	Through this policy we aim to:- <ul style="list-style-type: none">• Comply with both the law and good practice• Respect individuals' rights• Be open and honest with individuals whose data is held• Provide training and support for staff who handle personal data, so that they can act confidently and consistently• Notify the Information Commissioner in the event of breach

<p>General Statement</p>	<p>We hold or process only the data required to provide our services, manage our resources and report on business performance, including to our advisors (Accountant & Legal Advisors) as well as HMRC or other Government offices.</p> <p>We do not operate any form of online account or subscription for our clients. Any data collected is used to provide our service and receive payments etc.</p> <p>No data is shared or used for proactive marketing purposes.</p>
<p>Types of data</p>	<p>All information is volunteered by our customers when placing business with us.</p> <p>This data may include:-</p> <p>Name</p> <p>Telephone Number</p> <p>Company name</p> <p>Address</p> <p>Event address</p> <p>Event Address</p> <p>We track data on our website including IP address and visit history</p> <p>Social Media Contacts</p>
<p>Where data is held</p>	<p>Data is held on our computer system, tablet and mobile phone in accounting software, invoicing systems, calendars and back-up systems.</p> <p>Significant or event Dates</p>
<p>Uses of Data</p>	<p>Names of family members for whom an event is provided. Any other information as offered by the customer.</p> <p>Data is only used for the delivery of our products and services, billing, accounting and reporting and monitoring of our resources.</p> <p>No data is shared with third parties (other than those set out below) for marketing or other promotional purposes.</p> <p>Website data is used solely to track usage, performance and security of our website.</p>
<p>Sharing of Data</p>	<p>Data may be shared with PayPal Inc. for the purposes of invoicing and collecting payment.</p> <p>In some cases data may be shared with our advisors (accountancy etc) or with HMRC upon request.</p>
<p>Retention & removal of Data</p>	<p>Our customer relationships may span 10 or more years.</p> <p>Data is stored for a minimum of seven years to comply with HMRC reporting requirements and up to 15 years for our own record keeping.</p> <p>A data survey is carried out on an annual basis to remove expired data.</p>

Key risks	<p>Data volume in our organisation is minimal, and all structured data is protected with anti-virus, firewall and other security systems.</p> <ul style="list-style-type: none"> • No credit card or financial data is held. So risk of financial loss to our customers is negligible • A slight risk of contact data exists in the event of a major breach of our internal system.
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Business continuity	<p>Data is held on dual secure backups locally within our premises and on secure cloud back up systems facilitated by third parties.</p>
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Right of Access	
Responsibility	<p>You have a right to know what information we hold about you. Marc Lemezma is responsible for allowing you access to that data.</p>
Procedure for making request	<p>Requests for access to your data must be made in writing to marc@lemezma.com we aim to respond with 7 days</p>
Provision for verifying identity	<p>Marc Lemezma will take reasonable efforts to verify your identity before sharing the information held. This may include checking the data on your access request against the data held.</p>
Charging	<p>We will provide individual information at no cost to you. For multiple requests we may make a reasonable charge to cover expenses.</p>

Lawful Basis	
Underlying principles	The legal basis on which we hold data for you is solely for the purposes of fulfilling our CONTRACT, LEGAL OBLIGATIONS & LEGITIMATE INTERESTS
Opting out	As no data is held for marketing purposes and us used solely for the processing of the contract and mandatory reporting no right of opt out applies

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Policy review	
Responsibility	Marc Lemezma will carry out all reviews and monitor breaches

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