

# Ronald Cogan & Sons Ltd. Privacy Policy

## Privacy Policy

### 1. Scope

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

### 2. Responsibilities

2.1 Ronald Cogan & Sons Ltd are responsible for ensuring that this notice is made available to data subjects prior to Ronald Cogan & Sons Ltd collecting/processing their personal data.

2.2 All Employees of Ronald Cogan & Sons 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.

### 3. Privacy notice

3.1 **Who are we?** Ronald Cogan & Sons Ltd are a Limited Company based at Sherwood, Station Road, North Ferriby, East Riding of Yorkshire HU14 3DJ. We are Funeral Directors and we provide funeral related services. We are members of The National Association of Funeral Directors and the Society of Allied and Independent Funeral Directors. Our company registration number is 4984525

The personal data we collect will be used for the following purposes:

- To be able to conduct a funeral service as per the customers instructions.
- To be able to supply a pre-paid funeral service with Golden Charter Trust

Our legal basis for processing for the personal data:

- To be able to fulfil a contract with our customer
- To be able to conduct a funeral service as per the customers instructions.
- To be able to provide a pre- paid funeral service as per our clients instructions.

The special categories of personal data concerned are:

- Religious Beliefs

### 3.2 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 Ronald Cogan & Sons Ltd to process both types of personal data, but it must be explicitly given. Where 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.

### 3.3 Disclosure

Ronald Cogan & Sons Ltd 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):

Items marked with \*\* is a requirement of UK Law.

- A crematorium \*\* for the purpose of organising the cremation of the deceased
- A burial authority \*\* for the purpose of organising a burial of the deceased
- A Minister of Religion for the purpose of conducting a funeral service
- A Funeral Celebrant for the purpose of conducting a funeral service
- A musician for the purpose of providing musical choices for the funeral service
- Newspapers – for the purpose of placing bereavement notices
- Florists – for the purpose of supplying flowers for the funeral

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### 3.4 Retention period

Ronald Cogan & Sons Ltd will process personal data and store it for as long as is necessary to allow us to fulfil your instructions regarding the funeral service. We will store the personal data for a minimum period of 7 years. This for accounting and Inland Revenue purposes (a requirement of UK Tax Laws)

### 3.5 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Ronald Cogan & Sons Ltd refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved (as stated in 3.3 above) in the processing of your personal data.

### 3.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Ronald Cogan & Sons Ltd (or third parties as described in 3.3 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Ronald Cogan & Sons Ltd.

The Information Commissioners Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF 0303 1231113

### 3.7 Privacy statement

This statement is available online at our website [www.coganferriby.co.uk](http://www.coganferriby.co.uk)