



Evermore Civil Ceremonies

Confidentiality Agreement & Privacy Policy

Provider: Laura Throssell, operating as Evermore Civil Ceremonies

Services: Funeral and Civil Celebrant Services

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Introduction & Values Statement

At Evermore Civil Ceremonies, I believe that every life deserves to be honoured with care, dignity, and truth. As a funeral celebrant, I walk beside families and representatives during some of life's most vulnerable and profound moments. With deep compassion and unwavering integrity, I hold space for stories, memories, emotions, and final tributes.

Trust is the foundational cornerstone of my work. This document outlines my binding commitment to absolute confidentiality and the lawful, respectful handling of your personal data.

Part 1: Confidentiality Agreement

This Confidentiality Agreement (the "Agreement") is entered into between Laura Throssell ("the Provider") and the person or representative engaging the services ("the Client").

1. Scope of Confidential Information

"Confidential Information" refers to any proprietary information, data, or documentation shared by the Client regarding themselves, their family, or the deceased person during the course of planning and delivering the ceremony. This includes, but is not limited to:

- The Client's personal identity, contact details, and background information.
- Private family dynamics, history, and interpersonal relationships.
- Specific ceremony preferences, scripts, tributes, and final wishes.
- All verbal, written, electronic, or digital communications.

2. Non-Disclosure and Commitments

The Provider covenants and agrees to:

- Hold all confidential information in the strictest confidence and exercise the highest degree of care to prevent its unauthorised disclosure.
- Utilise the confidential information solely for the purpose of drafting, planning, and delivering the contracted celebrant services.
- Ensure that any third parties or substitutes legally engaged to assist the Provider are bound by confidentiality obligations no less restrictive than those contained herein.

3. Permitted Disclosures & Legal Exceptions

The Provider shall not disclose any Confidential Information to third parties without the prior express written consent of the Client, except under the following strictly defined circumstances:

- **Legal Compulsion:** Where disclosure is required by law, court order, or a binding regulatory mandate.
- **Emergency / Duty of Care:** Where the Provider reasonably believes disclosure is necessary to prevent immediate, serious physical harm or risk to the life and safety of the Client or another individual.

4. Term and Enforceability

The obligations of confidentiality under this Agreement shall commence on the date of execution and shall survive indefinitely, remaining fully enforceable after the conclusion, termination, or expiration of the professional relationship.

Part 2: Privacy Notice & Data Protection Policy

This section explains how Evermore Civil Ceremonies collects, processes, stores, and protects the Client's personal data in accordance with UK data protection legislation (including the UK GDPR and Data Protection Act 2018).

1. Categories of Personal Data Collected

To provide professional celebrant services, the Provider may collect and process the following information relating to the Client:

- **Identity & Contact Data:** Names, titles, phone numbers, postal addresses, and email addresses.
- **Service-Specific Data:** Relationships to the deceased, biographical details provided for the tribute, and personal preferences regarding the ceremony.
- **Special Category Data:** Religious, philosophical, or political beliefs, and sensitive personal histories disclosed during planning sessions.

2. Lawful Basis and Use of Data

The Client's personal data is processed strictly under the lawful bases of **Contractual Necessity** (to perform the services requested) and **Explicit Consent** (for the processing of any special category data). Data is used exclusively to:

- Deliver tailored, professional ceremony and celebrant services.
- Communicate effectively with the Client or their designated representatives (such as the Funeral Director).
- Maintain accurate, legally compliant business and accounting records.

3. Data Storage, Security, and Retention

The Provider is committed to ensuring the absolute security of the Client's data:

- **Physical Records:** Hard-copy notes and documents are securely stored in a locked, private facility with restricted access.
- **Digital Records:** Electronic files, communications, and databases are stored on secure networks utilising industry-standard encryption and robust password protection.
- **Retention:** Personal data will only be retained for as long as necessary to fulfil the purposes for which it was collected, or to satisfy statutory, legal, or accounting requirements.

4. Data Sharing and Third Parties

The Provider does not sell, lease, or commercially trade personal data.

Third-party data sharing is restricted exclusively to:

- Instances where the Client has provided explicit consent (e.g., sharing ceremony details with the chosen Funeral Director or crematorium staff).

- Fulfillment of mandatory legal or regulatory obligations.

5. Your Legal Rights

Under UK data protection laws, the Client retains comprehensive rights regarding their information, including the right to:

- Request access to, or copies of, the personal data held about them.
- Request the rectification of any inaccurate or incomplete data.
- Request the erasure of their personal data (*subject to legally mandated retention periods*).
- Withdraw consent to data processing at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

To exercise any of these rights, please contact Laura Throssell directly using the contact details provided at the top of this document.

Acknowledgment & Execution

By signing below, the Parties acknowledge that they have read, understood, and agree to be legally bound by the terms of this Confidentiality Agreement and Privacy Policy. The Client explicitly consents to the collection, storage, and processing of their personal and sensitive data as described herein.

Client Name (The Person Engaging the Services):

Client Signature: _____

Date: _____

Provider Signature (Laura Throssell): _____

Date: _____

