



Last Updated: [November 2023]

Thank you for visiting Adam Wright Ceremonies. This Privacy Policy outlines how we collect, use, disclose, and protect your information. By accessing or using our website, you consent to the practices described in this policy.

## 1. Information We Collect:

**1.1 Personal Information:** We may collect personal information, including but not limited to your name, contact details, your age, your race and event details and chosen venue when you engage with our website, contact us, or use our services.

**1.2 Usage Information:** We automatically collect information about your visit, such as your IP address, browser type, and pages visited. This information is aggregated and used to improve our website and services.

## 2. How We Use Your Information:

**2.1 Providing Services:** We use your personal information to provide celebrant services for your events and to communicate with you about your requirements.

**2.2 Marketing and Communication:** With your consent, we may send you promotional materials or information about our services. You can opt-out of these communications at any time.

**2.3 Legal Obligations:** We may process your information to comply with legal obligations, such as tax and accounting requirements.

*Adam Wright Ceremonies operates an “opt in” approach for data usage and storage. By submitting your details or utilising the website and associated links or forms, you are opting into data collection and usage. (This is known as ‘implied consent.’) You may at any time opt out by making a formal request via our email address. Please ensure you receive written confirmation that your “opt out” request has been acknowledged. In this circumstance we will no longer use specific information you have provided from this point on. However, you need to be informed that any published and public materials that already includes your information or photos cannot be recalled.*

## 3. GDPR Compliance (for UK Users):

**3.1 Lawful Basis for Processing:** Our processing of personal data is based on your consent, the necessity to perform a contract, or compliance with legal obligations.

**3.2 Data Subject Rights:** You have the right to access, rectify, or erase your personal data. You can also object to processing, request data portability, or restrict processing in certain circumstances.

**3.3 Data Security:** We implement appropriate measures to protect your personal data from unauthorized access or disclosure.

You can find out more about the new GDPR on the website of the Information Commissioner Office. [www.ico.org.uk](http://www.ico.org.uk)

## 4. Photographs and Video:

**4.1 Consent:** By engaging our celebrant services, you grant us permission to use photographs and videos from your events for promotional purposes, including on our website, social media, and marketing materials.

**4.2 Withdrawal of Consent:** If you wish to withdraw your consent for the use of photographs or videos, please contact us, and we will promptly remove the relevant content.

## 5. Third-Party Disclosure:

We do not sell, trade, or otherwise transfer your personal information to third parties without your consent, except as required by law.

## 6. Cookies:

We use cookies to enhance your experience on our website. You can control cookies through your browser settings.

If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you access the site via another web page, an advert link or a social media page, please be aware that these sites also operate their own privacy policies, cookies and tracking. Examples of other web pages or social media pages you may access are: Facebook / Instagram / Pinterest

Please check these sites for their privacy policies and cookie usage, which can be found online.

Internet sites are also monitored for analytical purposes by search engines such as Bing and Google, please check the search engines own policies for their cookie usage and data protection policies. You can set your own device to manage cookies or clear cookies by following the user instruction for your device.

## 7. Changes to Privacy Policy:

We may update this Privacy Policy to reflect changes in our practices. Check this page periodically for the latest information.

## 8. Contact Information:

If you have any questions or concerns about our Privacy Policy, please contact us at [adam@adamwrightceremonies.co.uk](mailto:adam@adamwrightceremonies.co.uk) or call 07976 442202.

Always use a secure internet server.

By using our website and services, you agree to the terms outlined in this Privacy Policy.

