

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 The National Society of Allied and Independent Funeral Directors (SAIF) is responsible for ensuring that this notice is made available to data subjects prior to SAIF collecting/processing their personal data.

2.2 All Employees of SAIF 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?

The National Society of Allied and Independent Funeral Directors (SAIF)
SAIF Business Centre, 3 Bullfields, Sawbridgeworth, Hertfordshire, CM21 9DB – Company Number 2436831.

SAIF is a trade association and was established in 1989 and represents the privately owned, independent funeral homes across the UK. We work hard within the profession to promote best practice and protect the interests of our members and their local communities as well as representing members at both a national and local level and to ensure that they continue to meet high standards.

The personal data we would like to process on you is:

Personal data type:	Source
Name, Address, Telephone Number, Email address	Data Subject
Payment details	Data Subject

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

- For the general public to process complaints
- For SAIF funeral homes to pass onto Associate members for marketing purposes
- For SAIF Associates to pass onto SAIF funeral homes if they require a specific service
- To process new applications
- Arrangement of training courses
- For all members:
 - invitations to attend regional meetings, Education Day, AGM Banquet Weekends and other organized events
 - information pertaining to your membership such as:

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- membership renewals
- legislative and professional related news
- arrangement of quality inspections
- process complaints
- Invoicing

Our legal basis for processing for the personal data:

- Fulfilment and compliance of membership

Any legitimate interests pursued by us, or third parties we use, are as follows:

- Associates – these can be found on the SAIF website – www.saif.org.uk and at the back of the SAIFInsight magazine
- Funeral homes – these can be found on the SAIF website – www.saif.org.uk and for new members applications in the ‘Pending Member’ section in the SAIFInsight magazine
- Natwest Bank
- Independent Funeral Directors College

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 SAIF 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

SAIF 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):

- Members - Natwest Bank for processing payments
- Members and general public - Independent Funeral College for arranging training courses
- Members - Skingle Helps & Co on a yearly basis to carry out the financial year audit
- Members - Connect Communications, Funeral Service Journal, Funeral Times in relation to articles in their magazine

3.4 Retention period

SAIF will process personal data for as long as is necessary to allow us to fulfil the membership provision and will store the personal data for (state the retention period as described in your document retention policy)

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.

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- 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 SAIF 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 SAIF (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 SAIF.

The details for each of these contacts are:

	Supervisory authority contact details	SAIF contact details
Contact Name:	Information Commissioner's Office (Head Office)	Claire Day
Address line 1:	Wycliffe House	SAIF Business Centre
Address line 2:	Water Lane	3 Bullfields
Address line 3:	Wilmslow	Sawbridgeworth
Address line 4:	Cheshire	Hertfordshire
Address line 5:	SK9 5AF	CM21 9DB
Email:	https://ico.org.uk/global/contact-us/email/	info@saif.org.uk

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Telephone:	0303 123 1113	01279 726777
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3.7 Privacy statement

Read more about how and why we use your data on our website <https://saif.org.uk/online-privacy-policy/>