

# MUDFORD CEMETERY

## PRIVACY NOTICE

We will protect and respect your privacy.

This privacy notice covers the information you need to give us when you contact us about any cemetery matter.

### **We have created this notice to clarify how we:**

- collect personal data
- store personal data
- process personal data

We have measures in place to protect your privacy throughout this process.

We are the Data Controller for the personal information you provide.

We hold and process all personal information in line with data protection legislation.

### **Categories of personal data**

We will process the following personal data to perform our Cemetery tasks:

- titles
- names
- professions
- addresses
- phone numbers
- email addresses
- signature
- death certificate
- contact details of executors
- contact details of surviving relatives
- other information such as exclusive rights of burial holders

We collect this information on our:

- Deed of Grant Application form
- Interment form
- Form of Assent
- Form of Assignment
- Declaration Intestate
- Renunciation form

### **Purpose for processing**

We process your data to manage applications for:

- burials
- exclusive rights of burial

- memorials
- memorial renewals
- contacting you in relation to these matters

The data we collect also forms part of the statutory record of burials in Mudford Parish. We have a statutory duty to provide this information.

### **Lawful basis for processing personal data**

We process your data on a lawful basis.

We process your data to meet our legal obligations.

We need the information you provide to keep a record of applicants and proposals under:

- the Local Authorities Cemeteries Order 1977
- the Cremation (England & Wales) Regulations 2017

We process your data where you have given us your explicit consent.

### **Providing accurate information**

It is important that we hold accurate and up to date information about you. This helps us assess your needs and deliver appropriate services.

You must tell us immediately if any of your details change so that we can update your records.

It is an offence to:

- give false statements
- withhold information
- fail to disclose changes in circumstances

We will not:

- make any decisions about you based on automated processing
- send your data abroad
- store your data abroad

### **Sharing information**

We keep your personal information on a secure database that only officers in our Cemeteries team can access.

To deliver our services we may share your personal information with:

- other departments within the Council
- funeral directors
- stone masons
- crematoriums

We will only disclose information to other organisations if we have a legal duty to release data to:

- prevent or detect fraud
- prevent or detect crime
- protect public funds

### **Data retention**

We keep data for 75 years after the closure date of the cemetery for applications for:

- grave ownership
- grave memorial
- transfer of grave ownership
- interments
- scattering of ashes

You can contact us for full details of how long we keep information and data.

### **Your rights**

You can read our privacy page to find out:

- how we maintain the security of your information
- what rights you have to access your information
- how to correct or remove your information

If you have any questions or want to find out more information you can phone or email the Parish Clerk.

If you are unhappy with how we have processed your personal information, contact the Information Commissioner's Office:

<https://ico.org.uk/>

**Mudford Parish Council**

**28<sup>th</sup> November 2024**

### **Contact details**

Petra Galloway

Parish Clerk

[Clerk@mudfordpc.co.uk](mailto:Clerk@mudfordpc.co.uk)

[www.mudfordpc.co.uk](http://www.mudfordpc.co.uk)

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