

Data Protection  
BURIAL GROUND PRIVACY POLICY  
Effective 25 May 2018



Your personal information is being processed by Chaddesley Parish Council. We are devoted to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

**Description of processing**

The following is a broad description of the way this council processes personal information:

**Reasons for processing information**

We process personal information to enable us to carry out the duties of a burial authority (process applications for interments, register burials, register grave purchases, register memorials) and for accounting purposes.

**Type of information processed**

We process information relating to the above purposes. This information may include:

- personal details - such as name, address and contact details.

We do not need to process sensitive classes of information.

**Who the information is processed about**

We process information regarding the person named as the 'grave owner' and the person to be interred.

**Who the information may be shared with**

Funeral Directors and Stonemasons process this information on behalf of the Parish Council when you complete with them the 'interment form', sign the 'Cemetery Rules and Regulations' Declaration or complete the 'Headstone Application Form'. The information will not be shared with third parties and will only be used by the Funeral Director/Stone Mason for them to carry out their specific responsibilities as a Funeral Director/Stone Mason.

RETENTION POLICY		
Retention Period	Register of fees collected	Indefinite
	Register of burials	Indefinite
	Register of purchased graves	Indefinite
	Register/plan of grave spaces	Indefinite
	Register of Memorials	Indefinite
	Applications for interment	Indefinite
	Applications right to erect memorials	Indefinite

	Disposal Certifications Grant of exclusive rights to burial	Indefinite Indefinite
Where Stored	Clerk's Office, Electronic, paper, burial books Sexton's Office, Ditto	
Authority	Chaddesley Corbett Parish Council	
Information Asset Owner	Parish Clerk	
Location Held	Clerk's Office. Secure Files	

### Rights of Data Subjects

<b>The right to be informed</b>	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
<b>The right of access</b>	Data subjects have the right to learn what PII is held on them by whom and why
<b>The right of rectification</b>	Data subjects can request corrections to their PII
<b>The right to erase</b>	Data subjects can request to be forgotten
<b>The right to restrict processing</b>	Data subjects can ask organisation to stop processing their PII
<b>The right to data portability</b>	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
<b>The right to object</b>	Data subjects can object to organisation processing their PII
<b>Automated decision making and profiling</b>	Protection against targeted marketing and decision making

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website.

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Date

<b>Retention Policy</b>		
<b>Retention Period</b>	Register of fees collected Register of burials Register of purchased graves Register/plan of grave spaces Register of memorials Applications for interment Applications for right to erect memorials Disposal certifications Copy certificated of grant of exclusive Right of Burial	Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite
<b>Where stored:</b>	Electronic, paper, burial books	
<b>Authority:</b>	Chaddesley Corbett Parish Council	
<b>Information Asset Owner:</b>	Parish Clerk	
<b>Location Held:</b>	Secure Files	
<b>Permanent Preservation:</b>	No	
<b>Sensitive Personal Data:</b>	No	

