



## CEMETERIES

### Information collected

Of the relative of the deceased who is applying for a cremation or burial:

- Full name
- Address
- Telephone number
- Email address

Of relatives or friends purchasing a memorial, or making application for a headstone to be erected:

- Full name
- Address
- Telephone number
- Email address

Of relatives or other professionals referring the deceased to the local authority for a public health funeral:

- Full name
- Address
- Telephone number
- Email address of relatives or friends of the deceased
- Information leading to the identification and contact details of the next of kin of the deceased if not known

### Agencies we might share your information with

- Funeral Directors
- Clergy or civil celebrants who may conduct funerals and other services

### Purpose for processing

The Council requires the above information in order to provide the cremation and burial service. It does this under various laws including:

- The Cremation Acts
- The Cremation Regulations
- The Burial Acts
- The Local Authorities' Cemeteries Order 1977
- The Public Health (Control of Disease) Act 1984.

We only request the minimum amount of information and ensure that it is stored securely in our computer system.

### **Length of time we keep your information**

The cremation and burial forms are statutory. The information supplied on these forms must be kept either in paper form or electronically for 15 years. Some of the information forms part of the official registers which must be kept indefinitely.

Some of the information relates to memorials you might have leased from us and in connection with which we may need to contact you in future.

### **Updates to this privacy notice**

We will continually review and update this privacy notice to reflect changes in our processes and procedures, as well as to comply with changes in the law. When such changes occur, we will revise the "last updated" date at the bottom of this notice. We encourage you to periodically review this notice and to be informed of how West Mersea Town Council is protecting your information.

The privacy notice was last updated on 7 November 2019.