

Stamford Cemetery

Privacy Notice – Bereavement Services

Overview

The information that you provide is processed in accordance with the Data Protection Act 2018 and GDPR Regulations 2018. The Data Controller for this information is Stamford Town Council.

Why we need to process your personal data

We will use the information you provide to deliver a burial service. We process personal information to comply with our obligation as a Local Authority to perform tasks which are carried out in the public interest; our non-statutory obligation to deliver bereavement functions to meet the needs and expectations of residents in the Town. We also process personal information to deliver services under contracts with persons in respect of funerals, burials and memorials.

We hold information about –

- Deceased individuals and their relatives/friends who are arranging the funeral
- Employees of other organisations involved in burial/memorial arrangements, such as stone masons, funeral directors.
- Other public sector professionals such as the police, NHS etc.

The types of information we hold includes:

- Names and contact information
- Family members relationship to the deceased
- Medical/special requirements of guests attending ceremonies
- Warning indicators about individuals attending ceremonies
- Religious beliefs of family and ceremony preferences

Information Sharing

We receive information from -

- Family/friends/acquaintances of the deceased and their representatives
- Businesses
- Other public sector professionals, i.e. police, NHS.
- Stamford Town Council staff

We may share information with third parties who are involved in the burial/memorial process, such as ministers, funeral directors, stone masons etc. but they will not be allowed to use your data for any other purpose.

Retention Period

Burial paperwork, Memorial Grants, Memorial paperwork, Grant of Exclusive Rights of Burial, Grant of Exclusive Rights of Burial paperwork and burial registers are retained permanently.

Your Rights

You have the right to request access to the personal information we hold about you, to be informed about the collection and use of your personal information, for the information held to be corrected (where the law permits) and to request us to restrict the processing of your personal information. In certain circumstances you have the right to object to the processing of your personal information. Your information will not be subject to automated decision making.

Questions/complaints/comments

More details about how Stamford Town Council uses personal information can be found on our website [http://www.stamfordtowncouncil.gov.uk/ UserFiles/Files/STC%20Privacy%20Notice.pdf](http://www.stamfordtowncouncil.gov.uk/UserFiles/Files/STC%20Privacy%20Notice.pdf)

If you have any questions or concerns about the collection, use or disclosure of your personal information please contact please contact –

Stamford Town Council
Town Hall
St Mary's Hill
Stamford
PE9 2DR
townhall@stamfordtowncouncil.gov.uk

You also have the right to complain to the regulator –

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone - 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Online enquiries - <https://ico.org.uk/global/contact-us/email/>