

Privacy Notice for Cemetery & Memorial Services

Why are we collecting your personal data?

Rother District Council is a data controller for the purposes of the Data Protection Act 1998 and, from the 25 May 2018, the General Data Protection Regulation 2016. We collect, hold and use your personal data in order to process your bookings on council land.

What is the legal basis for processing your personal data?

We process data as required by the local Authority Cemeteries Order 1977. We may also retain personal data for the purpose of conducting interments; however this is not a legal requirement. We will also hold and process data for the purposes of plot reservations, memorials and general queries, this is not a legal requirement; however we are not able to provide these services without the information.

Who will your personal data be shared with?

The information you provide is held on a database and paper files that are held securely within the Town Hall. Grant information may be shared with funeral directors and stonemasons where appropriate. We may also share your details with internal departments for invoicing

We will not

- Use your personal data for marketing purposes without your prior explicit consent.
- Store or send your personal data to a country outside the European Economic Area (EEA).
- Make decisions about you based on automated processing of your personal data.

How long will we hold your data for?

Information will be retained as required by the Local Authority Cemeteries Order 1977. All general correspondence not linked to an interment, grave or memorial will be held for a period of five years. All financial records will be held for 7 years.

We will only keep your personal data longer if we are required to do so by law.

Your rights

The General Data Protection Regulation gives you a number of rights in relation to your personal data:

- Right to access a copy of your personal data.
- Right to have your personal data corrected.

- Right to have your personal data deleted (“right to be forgotten”).
- Right to restrict how we use your personal data.
- Right to ask us to transfer your personal data to another service provider.

You can get more information about these rights in the Council’s Privacy Policy.

If you wish to exercise any of these rights please contact our Information Governance team on foi@rother.gov.uk in writing or by completing our online form.

If you are dissatisfied with how we have used your personal data you have a right to complain to the Information Commissioner's Office at casework@ico.org.uk.

Identity of Data Protection Officer

If you have any questions or concerns about how your personal data is handled, you can contact our Data Protection Officer (DPO), Graham McCallum, at dataprotection@rother.gov.uk.