

Privacy Notice for Bereavement Services

Introduction

Thanet's Bereavement Services collect, process and store a range of personal information in order to deliver our services and a burial or cremation will not be permitted if the information requested on statutory documentation is not provided. Where we need to share personal information, this will only be done with your consent or where we are legally required to do so.

This document will be reviewed regularly to ensure it continues to align with the requirements of all applicable legislation.

This privacy notice explains:-

- Why we collect and use your personal data
- Types of personal data collected
- When and why we will share personal data with other organisations
- The rights and choices you have when it comes to your personal data
- To make a complaint if you are not satisfied with how the information about you has been handled.

Cremations

As the applicant for a cremation, your name, address details and telephone number are required to allow the cremation to take place and this information is necessary for compliance with a legal obligation, Cremation Regulations 2008 (Part 7) (Regulation 33).

This information will usually be collected by the funeral director and provided to the Cemeteries and Crematorium office in paper format. This data is then transcribed to the cremation register and stored on a secure server. The cremation register is not a public document, however, this information will be shared with the medical referee to authorise a cremation service to take place and in some cases, the coroner.

These details will be held indefinitely on the cremation register.

Full Burials, cremated remains burials and the Exclusive Right of Burial

As the applicant for a burial or owner of the exclusive right of burial, your name, address details and telephone number are required to allow the burial to take place and this information is necessary for compliance with a legal obligation, Local Authorities Cemeteries Order.

This information will usually be collected by the funeral director at the time of arranging the service and provided to the Cemeteries and Crematorium office in paper format. These

details will be transcribed to the burials and graves registers, and stored on a secure server. The burial and grave registers are not public documents, however, this information may be shared with stone masons and funeral directors for the purpose of erecting a memorial or the re-opening of a plot.

These details will be held indefinitely on the graves and burials register.

Transfer of the Exclusive Right of Burial

When burial rights are transferred, either between living owners or upon the death of the owner, information from the supporting documentation, i.e. probate document, form of assent, assignment or statutory declaration will be entered on to our grave registers and the original documents kept indefinitely. These documents will contain details regarding your name, address, telephone number and email address.

Memorial Applications

Your name and address details will be collected by your appointed stonemason and submitted to this office for approval. This data will not be shared with any third party and will remain on our grave register indefinitely.

Rights under the General Data Protection Regulations (GDPR)

Under GDPR, as the data subject, you have the right to:

- Access the information we hold about you
- Rectify any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to a supervisory authority if you are not satisfied with how the information held about you has been handled.

Depending on the reason for holding your information, you may also be entitled to:

- Request that records we hold about you are erased.

Further information

If you would like to know more about how we use your information or exercise any of your rights, please contact the Data Protection Officer (DPO) at Thanet District Council.

Data Protection Officer
Thanet District Council
Cecil Street
Margate
Kent CT9 1XZ
Email: dataprotection@thanet.gov.uk
Tel: 01843 577000



Complaints

The General Data Protection also gives you the right to lodge a complaint with a supervisory authority. The supervisory authority for the UK is the Information Commissioner who can be contacted at:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel 0303 123 1113 or 01625 545745
Website: www.ico.org.uk