



Form to be sent to:

Lisa Westcott, Clerk to Lenham Parish Council,
1A High Street, Lenham, Kent ME17 2QD
Email: clerk@lenhamparishcouncil.org.uk

FORM 2

PURCHASE OF EXCLUSIVE RIGHTS OF BURIAL PRIVACY NOTICE

This form must be signed prior to any interment taking place.

When you purchase the Exclusive Right to a cemetery plot, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and to respond to your correspondence, provide information, send invoices and receipts relating to your burial plot/s. Your personal information will not be shared with any third party without your prior consent.

1. The Councils Right to Process Information

GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act 2018) Processing is with consent of the data subject or processing is necessary for compliance with a legal obligation or Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract.

2. Information Security

Lenham Parish Council has a legal obligation to retain the personal details of registered owners of Exclusive Rights and Registrar consent for burial. This also includes cemetery information detailing the names of those buried or to be buried in the future within its burial grounds.

Lenham Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

3. Your Rights

a. Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer at the parish office.

b. Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the parish office.

c. Information Deletion

If you wish Lenham Parish Council to delete the information about you, please contact the parish office.

d. Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object - please contact the parish office.

e. Rights Related to Automated Decision Making and Profiling

Lenham Parish Council does not use automated decision making or profiling of personal data. In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

4. Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Lenham Parish Council Data Information Officer at the parish office and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

5. Agreement

I agree that I have read and understand this document and I agree by signing below that Lenham Parish Council may process my personal information for statutory purposes, providing information and corresponding with me.

I have the right to request a modification to the information that you keep on record.

EXCLUSIVE RIGHT OF BURIAL HELD BY OR WILL BE HELD BY (NAME AND ADDRESS)	
SIGNATURE	
DATE	