



Mount Road Cemetery Privacy Notice

1. Introduction

This privacy notice explains how we use your personal information and tells you about your privacy rights and how the law protects you.

This privacy notice relates to the following documents:

- notice of interment
- purchase of grave
- form of application of right to erect a memorial and to cut an inscription or to cut an additional inscription on existing memorial
- and forms regarding the transfer of Exclusive Right of Burial.

2. Information we collect

We will be asking you for:

- Exclusive Right of Burial Holder details (EROBs) and evidence to support this.
- names and address of applicant if they are not the EROBs
- the parent's name and address details for a child
- the details of the particular persons to be buried: name, date of death, age and address.

3. Why we collect this information

The data collected is used to administer our cemetery service, which includes the purchase/transfer of EROBs (Exclusive Right of Burials), memorial applications, and general cemetery maintenance enquiries, to maintain a safe and welcoming condition.

4. Who we might share your information with

Externally we may share your information with outside organisations or contractors such as:

- undertakers
- stonemasons
- funeral directors

We have arrangements with a range of IT providers who support the Council's IT systems and services, therefore your data may be accessed by these suppliers. Where we have these arrangements there is always a contractual agreement with them to ensure they comply with the General Data Protection Regulations.

External agencies will not share your information with any other party or use it for any other purpose.

5. What we do with your information

We will use this information to keep in contact with you and to provide the cemetery related services that you are requesting, examples include processing EROB purchases, transfers, memorial applications and memorial safety inspections.

6. How long we keep your information

Personal data relating to Exclusive Right of Burials, memorials and interments will be held indefinitely in accordance with burial law. Personal data relating to general enquires will be retained for no longer than three years.

7. Keeping up to date with your details

We need to hold accurate and up to date information about you so that we can deliver appropriate services. If any of your details change, you need to tell us as soon as possible so that we can update your records.

8. Your rights

You do have some legal rights in respect of the personal information we collect from you. Please see our [Privacy policy page](#) for further details.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at: <https://ico.org.uk/concerns/>.

9. Contact

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints

The Data Controller, Balderton Parish Council, Balderton Village Centre, Coronation Street, Balderton, Nottinghamshire, NG24 3BD

Email: office@baldertonparishcouncil.gov.uk