

 <p>Bickenhill & Marston Green PARISH COUNCIL</p> <p>Marston Green Burial Ground</p> <p>Notice of Interment</p>	Please indicate:		Resident Non-resident Plot No.
	New grave		
	Re open grave		
	Pre-purchase cremated remains plot		
	Re-open of cremated remains plot		

DETAILS OF DECEASED

Title	Surname	Forenames
	Maiden Name (if applicable)	

Name on coffin plate if different from above:

Last Residence of Deceased

Male/female	Age	Occupation
Marital Status	Minister's Name	Religion
Place of death	Date of birth:	Date of death:

BURIAL DETAILS

Day:	Date:	Time at burial ground:
Actual outside dimensions of coffin/casket		
Funeral Director		
Tel no	Address	

APPLICATION FOR NEW GRAVE

Please note that the Grant of Exclusive Right of Burial (also known as the deed) will be prepared using the name and address given below

Title	Forenames	Surname
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Full Address (including postcode)

Type of Grave:	Lawn Grave	For One/Two	
	Cremated Remains		

I understand that a copy of the Rules & Regulations will be provided by Bickenhill & Marston Green Parish Council and that only authorised memorials will be permitted on the grave.

Signed:

Print Name:

Date:

Purchaser of the Exclusive Right of Burial / Personal Representative of the Purchaser (please delete as appropriate)

APPLICATION FOR AN EXISTING GRAVE/PLOT TO BE RE-OPENED

Please note that the Grant of Exclusive Right of Burial should be produced and sent to support this application.

NAME OF DECEASED:

Title	(Applicant) Forenames	Surname
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Full Address (including postcode)

DECLARATION: I am giving the authority for grave number To be opened for the burial of the deceased shown overleaf and produce the Grant of Exclusive Right of Burial / Statutory Declaration of Indemnity (please delete as appropriate). The right of burial purchase number is vested in me and I am the only person authorised to give this instruction. I Indemnify Bickenhill & Marston Green Parish Council against any costs or damages whatsoever that may be sustained or be put to by reason of any claim (whether such claim shall be subsequently sustained or not) that may be made by any other person to the said Exclusive Right of Burial in this grave.

I also authorise (monumental masons) to remove any memorial from the grave (so that the grave can be excavated) and then to re-fix the memorial after a period of time which is usually six months, in a manner that is in accordance with Bickenhill & Marston Green Parish Council's Rules & Regulations

Signed:

Date:

Registered Owner Named on Deed / Executor of Registered Owner / Next of Kin of deceased Registered Owner (please delete as appropriate)

DATA PROTECTION ACT 1998

Personal information provided on this form will be kept confidential and processed by Bickenhill & Marston Green Parish Council in accordance with the Data Protection Act 1998. Bickenhill & Marston Green Parish Council may contact me in relation to the administration of the exclusive right of burial and other burial ground information or services. In circumstances where it is unclear who is the registered owner of an exclusive right of burial to the grave, the registered owner's name will be released to family members or a funeral director who requests this information.

General Data Protection (GDPR)

Your personal information is being processed by Bickenhill & Marston Green Parish Council. We are committed to managing personal information in line with current legislation and best practice. This includes the new General Data Protection Regulation (GDPR) which is active from 25th May 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

Description of Processing

The following is a broad description of the way this Council processes personal information.

Reasons for Processing Information

We process personal information to enable us to carry out the duties of a burial authority (process applications for interments, register burials, register grave purchases, register memorials) and for accounting purposes.

Type of Information Processed

We process information relating to the above purposes, this information may include personal details such as name, address and contact details. We do not need to process sensitive classes of information.

Who the Information is Processed About

We process information regarding the person named as the 'grave owner' and the person to be interred.

Who the information may be shared with

Funeral Directors and Stonemasons process this information on behalf of the Parish Council.

When this Interment Form is completed, sign the Section One – New Grave/Plot or Section 2 – Re-open an existing grave/plot and the bottom of the form for compliance to GDPR.

The information will not be shared with third parties and will only be used by the Funeral Director/Stone Mason for them to carry out their specific responsibilities as a Funeral Director/Stone Mason.

Retention Policy

Retention Period	Register of fees collected Register of burials Register of purchased graves Register/plan of grave spaces Register of memorials Applications for interment Applications for right to erect memorials Disposal certifications Copy certificated of grant of exclusive Right of Burial	Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite
Where stored:	Electronic, paper, burial books	
Authority:	Bickenhill & Marston Green Parish Council	
Information Asset Owner:	Bickenhill & Marston Green Parish Council	
Location Held:	Secure Files	
Permanent Preservation:	Yes	
Sensitive Personal Data:	No	

Rights of Data Subjects

The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
The right of access	Data subjects have the right to learn what PII is held on them by whom and why
The right of rectification	Data subjects can request corrections to their PII
The right to erase	Data subjects can request to be forgotten
The right to restrict processing	Data subjects can ask organisation to stop processing their PII
The right to data portability	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
The right to object	Data subjects can object to organisation processing their PII
Automated decision making and profiling	Protection against targeted marketing and decision making

If you require more information regarding your rights, you can do this by consulting the Information Commissioners Office (ICO) website or for more specific enquires please see our Privacy Policy which can be found on our website www.bmgpc.org.

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Date: