



**Application to Pre-Purchase a Right of Burial
Marston Green Burial Ground**

Applicant Name(s):

Address:

Post Code:

Tel No(s):

Mobile:

Email:

Plot Type: **Burial plot/Ashes**

Plot No:

.....

Cost of Exclusive Right of Burial: £

Invoice no:

.....

Invoices are payable on receipt. Plots will only be held for 30 days from the date of issue of the invoice. If payment is not received within this time period, plots will be released for sale.

Signature of Purchaser:

Signature of Purchase:

Date:

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 25 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 'applicant(s)'.

Who the information may be shared with

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

When this Pre-Purchase Form is completed and signed on page 1, please also sign page 3 for compliance with 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	Indefinite
	Register of burials	Indefinite
	Register of purchased graves	Indefinite
	Register/plan of grave spaces	Indefinite
	Register of memorials	Indefinite
	Applications for interment	Indefinite
	Applications for right to erect memorials	Indefinite
	Disposal certifications	Indefinite
	Copy certificated of grant of exclusive	Indefinite
	Right of Burial	

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: