



## DONATION OF A MEMORIAL BENCH

Donors are advised that benches should be of a quality and standard approved by the Parish Council and that installation may only be carried out by Parish Council staff. The donor accepts lifetime responsibility for damage and deterioration of the bench and, should the condition be below an acceptable standard, then the Parish Council reserves the right to remove the bench. Please see the Memorial Bench Policy for further details.

**Donor's Name:**

**Address:**

**Post Code:**

**Tel No(s):**

**Home:**

**Mobile:**

**Email:**

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**Proposed Bench Location:**

Marston Green Burial Ground

The Pleck

Chapel Garden

Amenity Land

Recreation Ground

**Signature of Donor:** .....

**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 memorial bench.**

### **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<sup>th</sup> 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 Parish Council and to manage the donation of memorial benches 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 'memorial bench donor'.

### **Who the information may be shared with**

We may share this information with committees or individuals involved in the administration of the memorial bench policy.

### **Retention Policy**

<b>Retention Period</b>	Register of fees collected Register of memorial benches	Indefinite Indefinite
<b>Where stored:</b>	Electronic, paper, burial books	
<b>Authority:</b>	Bickenhill & Marston Green Parish Council	
<b>Information Asset Owner:</b>	Bickenhill & Marston Green Parish Council	
<b>Location Held:</b>	Secure Files	
<b>Permanent Preservation:</b>	Yes	
<b>Sensitive Personal Data:</b>	No	

## Rights of Data Subjects

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

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

Signature:

Date:

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### For internal use only:

Bench No:

Invoice No:

Receipt No: