

Permit Number.....

Name of Deceased..... Grave No.

Grave Owners Details (If Grave owner deceased the next of kin must contact the Cemetery Office to transfer ownership)
If TWO owners both must sign this form – please contact office if required

Box 1	Print Name
Owner 1:.....	
Address	
.....	
Postcode.....Phone.....	
Email.....	
Signature:.....	
<input type="checkbox"/> I have seen St Albans City & District Council's Privacy Notice & have/have not retained a copy	
Date.....	

Box 2	Print Name
Owner 2:.....	
Address.....	
.....	
Postcode.....Phone.....	
Email.....	
Signature:.....	
<input type="checkbox"/> I have seen St Albans City & District Council's Privacy Notice & have/have not retained a copy	
Date.....	

Is the Mason making the application also the Mason fixing: Tick: Yes Tick: No
(then complete Box 4)

Box 3	NAMM / BRAMM Mason Making Application
Mason:	
Address	
.....	
.....Postcode.....	
Signature:.....	
<input type="checkbox"/> I have seen St Albans City & District Council's Privacy Notice & have/have not retained a copy	
Date.....	

Box 4	NAMM / BRAMM Mason Erecting Memorial (if different)
Mason:	
Address.....	
.....	
.....Postcode.....	
Signature:.....	
<input type="checkbox"/> I have seen St Albans City & District Council's Privacy Notice & have/have not retained a copy	
Date.....	

All Monumental Masons must be registered with NAMM or BRAMM
Please complete the dimension and fixing information on the reverse of this form
For office use

Approved by:(Cemeteries Superintendent) Date..... Receipt Number

Privacy Notice for Cemeteries

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

What information do we collect about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation (Art. 6(1)(c)). This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information for the purposes of [carrying out work relating to the cemeteries such as Interment Forms, Memorial Applications, Transferring Exclusive Right of Burial, (EROB)].

If you're providing us with special category personal information (such as details about your health) we will be processing this under Art. 9(2).

How will we use the information about you?

We use the information to process your application. We may share the information with other departments at the Council to enable us to deal with burials, memorial applications and grave transfers. We will only share the information to enable us to deal with this matter.

We will not share the personal information we hold with any external organisations except: Internment & memorial applications we share with funeral directors and memorial masons.

Burial Registers details of the deceased will be available to the public (no other personal data is shared).

By partner organisations we mean the Police, internal Audit or similar agency, or another council for the purposes of preventing and detecting fraud where sharing your data is necessary to deal with your matter. We will ensure that all personal information is kept securely.

How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact GDPR@stalbans.gov.uk

Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@stalbans.gov.uk and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact GDPR@stalbans.gov.uk.

You can find out more about your rights on our website: <https://www.stalbans.gov.uk/general-data-protection-regulation>

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit:

<https://www.stalbans.gov.uk/cookies>

Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found here:

<https://www.stalbans.gov.uk/general-data-protection-regulation>. We review this policy annually.

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Judith Adamson, Monitoring Officer. She can be contacted by emailing GDPR@stalbans.gov.uk or calling 01727 866100 for our Complaints Team.

How to contact us

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing foi@stalbans.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

Complaints

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113.