

Cremation Services Privacy Notice

Why we are collecting your personal data?

Wealden District Council's Cremation Services collect, hold and use certain information, including personal data, in order to deliver our services to you effectively.

We are a data controller for the purposes of the Data Protection Act 2018 and the General Data Protection Regulation 2016, which means that we are responsible for the information we hold about you. We recognise that this information is important to you and we take our responsibilities to use and protect it, fairly and lawfully, seriously.

What is the legal basis for processing your personal data?

We collect and use your personal data to provide cremation services and to manage, regulate and control cremation services and memorials in accordance with our legal obligations. A cremation will not be permitted to proceed if the information requested is not provided.

From time to time we may also contact you to provide you with further information or updates on our other services that may be of interest to you. We will only do so where you have given us your consent.

The table at the end of this Privacy Notice contains details of the forms used by the Wealden Crematorium team, including details about the reasons for collecting your personal data, who we share your data with and how long we hold it for.

Who will your personal data be shared with?

We will only share your personal data with third parties unless we are required to do so by law. Organisations we may be required to share your personal data with include the Medical Referee, Coroner, or our appointed contractor if you have requested a memorial.

We may also use and check your personal data for the investigation and prevention of fraud, anti-social behaviour and criminal activity or where we are otherwise required to do so by law. This may include sharing your information

with police services, credit reference agencies, governmental organisations (e.g., Department for Work and Pensions and HM Revenue and Customs) and other local authorities. We also take part in the National Fraud Initiative's anti-fraud data matching exercise for these purposes.

Your information may be anonymised into statistical or aggregated data in such a way as to ensure that you are not identified or identified from it. This information might be used to conduct research and analysis, including to prepare statistical research and reports.

Use of CCTV

CCTV cameras are used to monitor the car parks, buildings internal and external at Wealden Crematorium. Recordings are kept for one month and then securely destroyed.

We will not

- Store or send your personal data to a country outside the European Economic Area (EEA).
- Make decisions about you based on automated processing of your personal data.

How long will we hold your personal data for?

The table below shows how long we keep your personal information for.

Your rights

The General Data Protection Regulation gives you a number of rights in relation to your personal data:

- Right to access a copy of your personal data.
- Right to have your personal data corrected.
- Right to have your personal data deleted ("right to be forgotten").
- Right to restrict how we use your personal data.
- Right to ask us to transfer your personal data to another service provider.

You can get more information about these rights in the Council's Privacy Policy.

If you wish to exercise any of these rights please contact our Information Governance team on

informationgovernance@wealden.gov.uk in writing or by completing our online form.

If you are dissatisfied with how we have used your personal data you have a right to complain to the Information Commissioner's Office at casework@ico.org.uk.

Identity of Data Protection Officer

If you have any questions or concerns about how your personal data is handled, you can contact our Data Protection Officer (DPO) Clare McGough or Deputy Data Protection Officer Kirsty Ward, at dataprotection@wealden.gov.uk or you can write to Data Protection, Council Offices, Vicarage Lane, Hailsham BN27 2AX.

**Who we may share information with and how long we will keep it for
Prior to cremation**

Note: All references to legislation are to that legislation as may be amended from time to time.

Details	Legal basis for collection	Who the Information is shared with or can be shared with	How long the information is kept	Information collected or provided to a third party
CR1 – Application for cremation of the body of a person who has died	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Completed by the family of the deceased or the funeral director who will provide the form to the Council.
CR2 - Application for cremation of body parts	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Completed by the family of the deceased or the funeral director who will provide the form to the Council.

Details	Legal basis for collection	Who the Information is shared with or can be shared with	How long the information is kept	Information collected or provided to a third party
CR3 - Application for cremation of a stillborn baby	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Completed by the family of the deceased or the funeral director who will provide the form to the Council.
CR4 - Medical certificate	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Completed by the Medical Referee and proved to the family of the deceased or the funeral director who will provide the form to the Council
CR5 - Confirmatory	Cremation (England and	Medical Referee, Coroner,	Completed forms are held	Completed by the Medical

Details	Legal basis for collection	Who the Information is shared with or can be shared with	How long the information is kept	Information collected or provided to a third party
medical certificate	Wales) Regulations 2008	Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)	for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Referee and proved to the family of the deceased or the funeral director who will provide the form to the Council
CR6 - Certificate releasing the body of a person who has died for cremation	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Completed by the Coroner.
CR7 - Certificate following	Cremation (England and	Medical Referee, Coroner, Secretary of State (or	Completed forms are held	Completed by the Appropriate person at

Details	Legal basis for collection	Who the Information is shared with or can be shared with	How long the information is kept	Information collected or provided to a third party
Anatomical examination	Wales) Regulations 2008	appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)	for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	the School of Anatomy and proved to the family of the deceased or the funeral director who will provide the form to the Council.
CR8 - Certificate releasing body parts for cremation	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Completed by the Medical Referee and proved to the family of the deceased or the funeral director who will provide the form to the Council
CR9 - Certificate of stillbirth	Cremation (England and Wales) Regulations 2008	Medical Referee and in some cases the Coroner	Completed forms are held for 15 years Some	Completed by the Medical Practitioner and proved to the family of the deceased

Details	Legal basis for collection	Who the Information is shared with or can be shared with	How long the information is kept	Information collected or provided to a third party
			information provided on these forms will be held in perpetuity in the Register for Cremations	or the funeral director who will provide the form to the Council
CR10 - Authorisation of cremation of deceased person by medical referee	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Completed by the Medical Referee
CR11 - Certificate after post-mortem examination	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the	Completed forms are held for 15 years Some information provided on	Completed by the Pathologist

Details	Legal basis for collection	Who the Information is shared with or can be shared with	How long the information is kept	Information collected or provided to a third party
		meaning given in section 101(1) of the Police Act 1996(12)	these forms will be held in perpetuity in the Register for Cremations	
CR12 - Authorisation of cremation of body parts by medical referee	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Completed by the Medical Referee
CR13 - Authorisation of cremation of stillborn child by medical referee	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register	Completed by the Medical Referee

Details	Legal basis for collection	Who the Information is shared with or can be shared with	How long the information is kept	Information collected or provided to a third party
		1996(12)	for Cremations	
<p>Instruction for Cremation</p> <p>The information on this form is used to enable the council to provide the service.</p>	<p>GDPR Article 6 1(b) necessary for the performance of a contract</p>	<p>This information will not be shared</p>	<p>Forms are held for 15 years from the date of the cremation service.</p>	<p>Completed by the family of the deceased or the funeral director who will provide the form to the Council.</p>
<p>Change of instruction form</p> <p>The information on this form is used to enable the council to provide the service or memorial that has been requested</p>	<p>GDPR Article 6 1(b) necessary for the performance of a contract</p>	<p>This information will not be shared</p>	<p>Forms are held for 15 years from the date of the cremation service.</p>	<p>Completed by the family of the deceased or the funeral director who will provide the form to the Council.</p>

Following cremation

Details	Legal basis for collection	Who the information is shared with or can be shared with	How long the information is kept	Information collected or provided to a third party
Change of Address Letter (of the person responsible for a cremation plot)	Local Authorities Cemeteries Order 1977	This information will not be shared	Kept with the appropriate grave record in perpetuity	Completed by the family of the deceased and returned to the Council.
Application for approval to fix a memorial, or to make an additional inscription	Local Authorities Cemeteries Order 1977	This information is not shared	Forms are held for 5 years. Some information contained in these forms is held in the burial register in perpetuity.	Completed by the family of the deceased or the funeral director and returned to the Council.
Entry in the Book of Remembrance <i>The information on this form is used to enable the council to provide the service or memorial that</i>	GDPR Article 6 1(b) necessary for the performance of a contract.	Some information is shared with the contractor who will inscribe the Book of Remembrance	Forms are kept for 5 years after the last action.	Completed by the family of the deceased and returned to the Council. The Council will send the required information to the contractor.

Details	Legal basis for collection	Who the information is shared with or can be shared with	How long the information is kept	Information collected or provided to a third party
<i>has been requested</i>				
<p>Application form for a Memorial Booklet/Card</p> <p>The information on this form is used to enable the council to provide the service or memorial that has been requested</p>	<p>GDPR Article 6 1(b) necessary for the performance of a contract.</p>	<p>Some information is shared with the contractor who will inscribe Memorial Booklet/Card.</p> <p>Memorial Booklets and Cards are sent straight to the family by the contractor</p>	<p>Forms are kept for 5 years after the last action.</p>	<p>Completed by the family of the deceased and returned to the Council.</p> <p>The Council will send the required information to the contractor.</p>
<p>Application form for a Granite Bench Plaque</p>	<p>GDPR Article 6 1(b) necessary for the performance of a contract.</p>	<p>Information is shared with the contractor creating the memorial</p>	<p>Forms are held for a minimum of 10 years or until the applicant chooses not to renew the lease</p>	<p>Completed by the family of the deceased or the funeral director and returned to the Council.</p> <p>The Council will send the required information to the</p>

Details	Legal basis for collection	Who the information is shared with or can be shared with	How long the information is kept	Information collected or provided to a third party
				contractor.
Application form for a Cremated Remains Memorial Vault & Inscribed Plaque	GDPR Article 6 1(b) necessary for the performance of a contract.	Information is shared with the contractor creating the memorial	Forms are held for a minimum of 25 years or until the applicant chooses not to renew the lease	Completed by the family of the deceased or the funeral director and returned to the Council. The Council will send the required information to the contractor.
Application for Above Ground Cremated Remains Niche	GDPR Article 6 1(b) necessary for the performance of a contract.	Information is shared with the contractor creating the memorial	Forms are held for a minimum of 25 years or until the applicant chooses not to renew the lease	Completed by the family of the deceased or the funeral director and returned to the Council. The Council will send the required information to the contractor.