

READING BOROUGH COUNCIL

Guide to Creating Data Privacy Notices (DPNs) Under GDPR

The GDPR sets out the information that you should supply and when individuals should be informed.

The information you supply about the processing of personal data must be:

- concise, transparent, intelligible and easily accessible
- written in clear and plain language, particularly if addressed to a child
- free of charge

<p><b>The identity and contact details of the company</b></p> <p>Reading Borough Council, Reading Crematorium and Cemeteries, 55 All Hallows Road, Caversham, Berkshire RG4 5LP</p>
<p><b>Contact details of the Data Protection Officer</b></p> <p><a href="mailto:Ricky.gill@reading.gov.uk">Ricky.gill@reading.gov.uk</a></p>
<p><b>What Personal Data is held?</b></p> <p><i>Full Name</i> <i>Address</i> <i>Contact email and or telephone number</i> <i>Information on the applicant a for cremation or a burial; lease holder or potential entitled grave owner who renounces their entitlement.</i></p>
<p><b>How will the data be stored?</b></p> <p><i>Data is stored on encrypted computers. Statutory paperwork is locked away on site for a year then transferred to the records office where they are kept for the statutory requirement and then destroyed.</i></p>
<p><b>What is the legal basis for the collection, use and storage of the data?</b></p> <p><i>Data collected for Cremation: Cremation Regulation 2008</i> <i>Data collected for burial /grave: Local Authorities cemetery order 1977</i> <i>Contractual requirement for the leasing of Memorial options</i> <i>There is a legal requirement to hold a register of all burials and cremations, which also includes a requirement to hold information on the grave lease holder, who provides permission for further burials into a grave.</i> <i>To inform lease holder when a memorial lease is due for renewal or to inform them about any works or information that may relate to the area they have a grave or memorial.</i></p>
<p><b>Give details of how long the data will be stored and criteria used to determine this?</b></p>

Nature of Record	Retention Period	Action at the End of that Period	Legislation	Reason eg, statutory requirement, best practice, audit, operational need
<b>Burials And Graves</b>				
Applications for burial and other related documents, paper and electronic	15 years	Destroyed	Best Practice	Recommended by the institute of cemetery and crematorium Management And Audit
Application for Exhumation and licences granted by the MOJ and or Faculty (written permission from the Church of England for prescribed work to be carried out) - England	15 years	Destroyed	Best Practice	Recommended by the Institute of Cemetery and Crematorium Management And Audit
Application for Grant of exclusive rights of burial and Register of grants - England	15 years	Destroyed	Best Practice	Recommended by the Institute of Cemetery and Crematorium Management And Audit
Grave Memorial Permit requests by Memorial masons for installation of a stone on to a grave.	15 Years	Destroyed	Best Practice	Recommended by the Institute of Cemetery and Crematorium Management And Audit
Burial, Grave and disinterment registers	Perpetuity		Local Authority Cemeteries Order 1977	Statutory
Grave and or Memorial Deeds (grant of right to erect and maintain a memorial)	Perpetuity		Local Authority Cemeteries Order 1977	Statutory
Public Health Burial paperwork	15 years	Destroyed	Best Practice	Recommended by the Institute of Cemetery and Crematorium Management And Audit
Records/ paperwork relating to the transfer of the exclusive rights of burial	15 years	Destroyed	Best Practice	Recommended by the Institute of Cemetery and Crematorium Management And Audit
<b>Cremation</b>				
Applications for cremation, and other related documents	15 years	Destroyed	Best Practice	Recommended by the Institute of Cemetery and Crematorium Management And Audit
Cremation Register	Perpetuity		Cremation Regulations 2008 section 34	Statutory
Public Health Cremation Paperwork	15 years	Destroyed	Best Practice	Recommended by the Institute of Cemetery and Crematorium Management And Audit
<b>Cremation Memorial</b>				
Application / lease agreement for cremation memorials	For the period of the lease unless this is renewed for a further period	Destroyed		Contractual and Audit
Application of Inscription in to the Book Of Remembrance	6 years	Destroyed		Contractual and Audit
<b>Correspondence</b>				

Enquiry relating to burial, cremation, memorial or grounds. Complaint relating to burial, cremation, memorial or grounds.	3 years	Destroyed		Best Practice
<b>CCTV and Webcasting</b>				
Cameras installed at the gates and Chapel recording vehicles coming in and out	28 days	Disc is over written		
Webcasting	28days	Disc over written		
<p><b>Who will it be shared with and for what purpose?</b>  <i>We use an industry specific software package that holds the information of applicant and lease holders therefore they have access to this information.                  Applicant or lease holder information is not shared with any other RBC department or external organisation                  CCTV footage may be shared with the Police – for the purpose of a break-in or disturbance on site.                  Webcasting may be shared with the applicant’s approval and access given to mourners who unable to attend a funeral.</i></p>				
<p><b>How can the service user get access to it?</b>  <i>Subject Access Request can be made by following the link:  <a href="http://www.reading.gov.uk/dataprotection">www.reading.gov.uk/dataprotection</a></i></p>				
<p><b>State whether any data is to be transferred outside the EU?</b>  <i>No data is transferred outside of the EU</i></p>				
<p><b>Is processing based on consent?</b>  <i>The right to withdraw consent at any time needs to be communicated</i></p>				
<p><b>What other rights does the service user have that we have to make known to them?</b>  <i>The right to have their data corrected, the right to have their data deleted and their right to put a complaint to the Information Commissioner’s Office (ICO)</i></p>				
<p><b>State if there will be any automated decision making</b>  <i>We do not use automated decision making</i></p>				