

Please take the time to read the enclosed privacy notice and send a completed consent form along with the interment form, back to the Parish Office.

To: Cranbrook & Sissinghurst Parish Council
The Old Fire Station, Stone Street, Cranbrook, Kent. TN17 3HF
Phone: 01580 713112 Email: clerk@cranbrookandsissinghurstpc.co.uk

NOTICE OF INTERMENT

- 1. Name of the Person to be interred: Surname.....
Forenames.....
- 2. Age and Profession of person to be interred:
- 3. Date and Place of Death:.....
- 4. Place of Residence:
- 5. Whether interment to be at Cranbrook or Sissinghurst
Cremated Remains or Full Burial
- 6. Day, Date and Time of the Interment:
- 7. Venue and time for related Service:
- 8. Name of Minister who will officiate:
- 9. Grave number: Row.....Number.....
- 10. Whether in Consecrated or Unconsecrated ground:
- 11. Nature of grave (earthen, walled grave or vault)
- 12. Exclusive Right to Burial is held by:
- 13. Proposed depth of Grave:
- 14. Name and telephone number of Undertaker:
- Contact:
- 15. Name and contact number of grave digger

Signature of the Applicant: Date:
Name and Address (in block letters please):.....
.....

Funeral Directors: I hereby certify that weare duly authorised in this case to act as agent in all dealings with Cranbrook and Sissinghurst Parish Council on behalf of our client:
(name of client)
Signed.....Print Name.....

This Notice is to be delivered to the Clerk of Cranbrook and Sissinghurst Parish Council at least two days before any Interment, and in accordance with the Regulations of the Cranbrook Burial Board. All Fees and Charges are payable to Cranbrook & Sissinghurst Parish Council and must be sent to the Clerk when any Notice is given and before Notice is accepted. The Registrar's Certificate or the Coroner's Order for Burial must be delivered to the Parish Council prior to, or at the time of, Interment.

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Cranbrook & Sissinghurst Parish Council

The Old Fire Station,
Stone Street,
Cranbrook,
Kent,
TN17 3HF

Tel: 01580 713112

Email: clerk@cranbrookandsissinghurstpc.co.uk

Purchase of Exclusive Rights Privacy Notice

When you purchase the Exclusive Right to a single or joint cemetery plot

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and to respond to your correspondence, provide information, send invoices and receipts relating to your burial plot/s. Your personal information will not be shared with any third party without your prior consent.

The Councils Right to Process Information

GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act 1998)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

Information Security

Cranbrook & Sissinghurst Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

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Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Protection Officer:

Jayne Cole

Local Council Public Advisory Service

The Vision Centre

5 Eastern Way

Bury St. Edmunds

Suffolk IP32 7AB

Tel: 01284 766885

www.lcpas.co.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact:

clerk@cranbrookandsissinghurstpc.co.uk

Information Deletion

If you wish Cranbrook & Sissinghurst Parish Council to delete the information about you, please contact: clerk@cranbrookandsissinghurstpc.co.uk

Please note:

Cranbrook and Sissinghurst Parish Council has a legal obligation to retain the personal details of owners of Exclusive Rights and Registrar consent for burial. This also includes cemetery information detailing the names of those buried or to be buried in the future within its burial grounds.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact:

Jayne Cole

Local Council Public Advisory Service

The Vision Centre

5 Eastern Way

Bury St. Edmunds

Suffolk IP32 7AB

Tel: 01284 766885

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Rights Related to Automated Decision Making and Profiling

Cranbrook & Sissinghurst Parish Council does not use automated decision making or profiling of personal data.

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To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Cranbrook & Sissinghurst Parish Council Data Protection Officer:

Jayne Cole

Local Council Public Advisory Service

The Vision Centre

5 Eastern Way

Bury St. Edmunds

Suffolk IP32 7AB

Tel: 01284 766885

www.lcpas.co.uk

Or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

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CRANBROOK & SISSINGHURST PARISH COUNCIL

Mrs.L Ham,
STATION,
Clerk

Telephone 01580 713112
Email: clerk@cranbrookandsissinghurstpc.co.uk
www.cranbrookandsissinghurstpc.co.uk
Office Open: 10 - 12: Mon - Fri.

THE OLD FIRE

STONE STREET,
CRANBROOK,
KENT, TN17 3HF.

Consent: Exclusive Rights of Burial

I agree that I have read and understand Cranbrook & Sissinghurst Parish Councils Privacy Notice. I agree by signing below that the Council may process my personal information for statutory purposes, providing information and corresponding with me.

I have the right to request modification on the information that you keep on record.

Signed:

Please Print Name:

Date: