

# ASHOVER PARISH COUNCIL

## REQUEST FOR INTERMENT

*Please answer ALL questions in FULL using block capitals*

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## 1 Details of deceased person

Full Name: .....

If a child, name of legal guardian: .....

Address: .....

..... Post Code ..... Telephone .....

Date of Death: ..... Place of Death: .....

Occupation: ..... Age: .....

Next of Kin: .....

Address: .....

..... Post Code ..... Telephone .....

## 2 Details of Interment

When is burial proposed? Day ..... Date ..... Time .....

Grave No. if known: ..... Type of Grave: ..... Depth: .....

Death Certificate issued by: .....

Name & address of Minister: .....

### 3 Details of \*applicant

Name: .....

Address: .....

.....Post Code ..... Telephone .....

I agree that I have read and understand Ashover Parish Council’s Privacy Notice (see page 3 of this form). 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.

I also confirm that I have read and understand the Ashover Parish Burial Regulations that have been supplied with this form and agree to those conditions by signing below.

Signature of applicant: ..... Date: .....

*\*It is the responsibility of the applicant to ensure that Grave Rights are authorised.*

### 4 Details of Funeral Director

Name: .....

..... Post Code ..... Telephone .....

***This request should be posted to or delivered- between the hours of 9am and 4pm Monday to Friday at least two days before the date of interment to:- The Burial Clerk, Ashover Parish Council, The Sports Pavilion, Milken Lane, Ashover, Chesterfield S45 0BA Tel: 01246 863018.***

**Cheques should be made payable to ‘Ashover Parish Council’ or payment online: Unity Trust Bank  
Account name Ashover Parish Council Sort Code 60-83-01 Account No. 20394369 reference with Funeral Director’s name.**

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#### For official use only

Date Received ..... Fee Paid £..... Pay-in Slip No. ....

Receipt No. .... Deed No. (if applicable) ..... Burial Reg. No. ....

Grave Reg. marked ..... Plan marked ..... Index No. ....

Records Completed ..... (Burial Clerk)

## 5 Cemetery Privacy Notice

### **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.

## 6 The Councils Right to Process Information

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

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

## 7 Information Security

Ashover 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.

## 8 Your Rights

### *8.1 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 Information Officer: parishclerk@ashover-pc.gov.uk

### *8.2 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: parishclerk@ashover-pc.gov.uk

### *8.3 Information Deletion*

If you wish Ashover Parish Council to delete the information about you, please contact: parishclerk@ashover-pc.gov.uk

Please note:

Ashover 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.

### *8.4 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: parishclerk@ashover-pc.gov.uk

## ***8.5 Rights Related to Automated Decision Making and Profiling***

Ashover Parish Council does not use automated decision making or profiling of personal data.

## ***8.6 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.

## ***8.7 Complaints***

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Ashover Parish Council Data Information Officer: [parishclerk@ashover-pc.gov.uk](mailto:parishclerk@ashover-pc.gov.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113