



BRADFIELD PARISH COUNCIL

Clerk to the Council: Mrs Marie Snell

Bradfield Village Hall, Manningtree, Essex, CO11 2UU, Tel: 07851 760264
E-mail: clerk@bradfieldparishcouncil.org.uk

Mill Lane Cemetery Data Protection Policy

Bradfield Parish Council (BPC) is committed to protecting and respecting your privacy. For the purpose of the 2018 General Data Protection Regulation, the Data Controller is Bradfield Parish Council, Bradfield Village Hall, Manningtree, Essex, CO11 2UU (clerk@bradfieldparishcouncil.org.uk).

When you contact the Parish Council by phone, email or post, in order to deal with any cemetery related matter, you will be required to provide information in order to be able to assist with your enquiry. This information will need to be recorded and stored on our systems for a predefined period.

This Privacy Notice aims to explain:

1. The different kinds of personal data BPC processes
2. How BPC uses your data
3. How BPC stores your data
4. Why BPC processes your data
5. When and why BPC shares your information
6. What are the legal grounds for processing your information.

1. The kind of personal data we process

The information we collect includes the information collected on Notice of Internment and Memorial Application forms; including name, address, Exclusive Right of Burial Holder details (EROB), and the parent's name and address details for a stillborn child.

2. How we use your data

- The data collected is used to administer the Cemetery Service, which includes the purchase/transfer of EROBs, memorial applications, and general and cemetery maintenance enquiries to maintain a safe and welcoming condition.
- The data may be used to send you relevant information regarding your enquiry.
- We WILL NOT share your information with any external party for marketing or promotional purposes.

3. How we store your data

All information you provide to the council is stored on our secure servers. Every precaution is taken to ensure data is safe and secure, however BPC cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once your information is received, strict procedures and security features are implemented to prevent unauthorised access. Personal Data relating to Exclusive Right of Burials, memorials and internments will be held indefinitely in accordance with Burial Law. Personal Data relating to general enquiries will be retained for 36 months after the matter has been concluded.

4. Why we process your data

The council will process your data in order to provide you with the cemetery related services that you are requesting, examples include processing EROB purchases and transfers and memorial

applications. Unless you provide all the necessary information requested the process of your application may be denied.

5. When and why we share your information

Your information will not be shared outside of Bradfield Parish Council without your prior permission when consent is relied upon as the legal ground for processing, unless a lawful request is made (such as Police, Ministry of Justice etc).

6. What are the legal grounds for processing your information

- With your consent
- Where it is in the public interest to do so, for example, to ensure the safe management of our cemetery as public open space
- In order to comply with a legal obligation, for example, obligations placed on us in accordance with the applicable health and safety and burial legislation
- Where it is in the legitimate interest of Bradfield Parish Council
- With your explicit consent or where there is a substantial public interest, for example, when dealing with sensitive issues, such as health or disability issues

Further Information

For further information, plus information on access, portability, withdrawal of consent, correction etc. please visit: <https://www.bradfieldparishcouncil.org.uk/what-we-do/policies-and-procedures> to access Bradfield Parish Council's General Data Protection Regulations.

Bradfield Parish Council works hard to ensure we only gather information we need to process your enquiry and deliver the services in which you are entitled in the best way possible. However, if you have any concerns relating to this or your Privacy in general, please contact the Parish Council Clerk at clerk@bradfieldparishcouncil.org.uk

For more information on Data Protection in general, or if you wish to make a complaint relating to how your personal data has been used, please contact the Information Commissioner Office:

Website: <https://ico.org.uk/>

Phone helpline: 0303 123 1113

Email: caserwork@ico.org.uk

Approved: January 2025

Next Review: January 2028 or as necessary