

# **Cremated Remains Notice of Interment**

Completed forms must be emailed to the cemetery office at <a href="mailto:cemeteries@stalbans.gov.uk">cemeteries@stalbans.gov.uk</a> as soon as possible. The casket or urn sizes must be provided to the Cemetery office a minimum of 2 working days prior to the interment. **The original Certificate of Cremation for disposal of cremated ashes must be received by the Cemetery office** at Hatfield Road Cemetery, St Albans AL1 4LU prior to the interment <a href="mailto:unless-collection-is-prearranged">unless-collection-is-prearranged</a> for the day of interment. Tel 01727 819362.

Deceased's Details*											
Full Name of Deceased	d:										
Address:											
Post Code	Ge	nder		Marital S	tatus						
Age: Date of Death: Date of Death:											
*Address details will be checked with Electoral Roll to ensure the correct fees are charged											
Interment Details  Do not leave any fields unanswered – please tick the relevant box where appropriate											
Day		Date				Time:					
Hatfield Road Cemetery London Road Cemetery				etery		Section & Grav	re No:				
Westfield Road Cemetery	<sub>/</sub>										
Vicar/other official attending Name of officiant											
Grave Details											
Reopen Grave Ashes Plot				,	Vase Block Sanctum (above ground chamber)						
If new grave, type required: Ashes Plot  Vase Block Sanctum (above ground chamber)											
Information for the	hurial of				wnership details overleaf  Urn/Casket Details - Depth Required:						
Casket / Urn	Dui iai Oi	Cremate	u rema	a1115	UIII/ Casket De	talis - Deptil Re	equirea.				
Please note that wooden cremation caskets, urns, a biodegradable containers are permitted as well as scattering loose ashes into the grave.					Casket / Urn Dim		Length				
Cremated Remain Graves will accommodate up to 2 of ashes, (unless otherwise stated); ashes can be s within the grave but not on top of the grave.					Width Height (from base to lid	)	Width				
On the day We will meet you at the entrance of the cemetery of previous arrangements have been made. A poem read by the cemetery staff please let us know in accordance to be read by staff.				can be			um measurements				
	ees	£	р		Director/Family						
	Purchase			ivame							
	nterment			Address	:						
	ransfer Site visit										
	Other			Post Co	de:	I elephon	e				
I have seen St Albans City & District Council's Privacy Notice & have/hav retained a copy						rivacy Notice & have/have not					
Please ensure details on reverse are completed						everse are completed					

New Gra	aves			
If the gra	ave is to be purchased:			
Full Nan	ne(s) of Purchaser(s):			
Address	:			
Post Co	de Pho	ne	Relationship to deceased:	
			r(s) with the deed being made in his/her/their name(s). No nout the signed consent of the grave owner(s).	
Purchas	se of Cremated Remains Gra	ives, Vase Block, Sanctu	m, Conditions Covering Burial	
2. · · · · · · · · · · · · · · · · · · ·	Cemetery Information & Regu Only floral tributes are permitt the memorial stone. No fenci statues, and breakable ornam The Cemeteries Superintende become unsightly or contraver space. In the event that tribut work, these will be removed wreserves the right to reinstate owners or attendees. The memorial plaque size is at the cemetery the grave is local	lations: Your attention is dred and must be sited on thing, garden edging, lanterments are permitted. No glassent/authorised officer may rese the Cemetery Regulatives encroach on other grave without notice, and stored for the grave space back to its 12" x 12" flat plaque, unleated. If unsure please contiponsibility or liability for elements and must be seen to the grave space back to its seen the grave space back to its ponsibility or liability for elements.	ed on completion and acceptance of this application. Frawn to these extracts of the regulations: the memorial plaque and not placed or planted outside ones, garden hooks, loose stones, balloons, artificial lawness whatsoever is permitted.  The emove from graves any object that is broken, has ones. All tributes must be contained within the grave the spaces or interfere with the Council's maintenance or 1 month at Hatfield Road Cemetery. The Council also a permitted size, if the size is exceeded by the grave the sess otherwise stated, and dependent on which section of the cemetery office for further information.	n, o
I/We hav	ve read, accept and fully unde	rstand the Cemetery Inforn	nation & Regulations. (Sign and date below):	
□ I have s	een St Albans City & District Council's I	Privacy Notice & have/have not retain	ned a copy	
Signatur	e:		Date:	
Reopen	/ Reserved Grave			
	gistered Owner of the Exclusive e owner is deceased, the pers		must give permission for the burial by signing below. If nould complete this section.	
I consen	t to grave numberbe	ing opened for the burial o	f the late	
□ I have s	seen St Albans City & District Council	s Privacy Notice & have/have not	retained a copy	
Authoris	ed Signature:		Date:	
Name				
Address			Post Code	
Dhono		Polationship to	o deceased	
		·		
	ve read, accept and fully under date below):	rstand the Cemetery Inforn	nation & Regulations	
□ I have se	een St Albans City & District Council's P	rivacy Notice & have/have not retain	ned a copy	
Authoris	ed Signature	Date	<b>)</b>	

If the deceased is the owner of the grave, the funeral may proceed and the applicant or another family member should transfer the ownership of the grave by completing a EROB transfer form

Please contact the Cemetery Office for any queries regarding transferring ownership of the Exclusive Right of Burial



This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

## What information do we collect about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation (Art. 6(1)(c)). This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information for the purposes of [carrying out work relating to the cemeteries such as Interment Forms, Memorial Applications, Transferring Exclusive Right of Burial, (EROB).

If you're providing us with special category personal information (such as details about your health) we will be processing this under Art. 9(2).

## How will we use the information about you?

We use the information to process your application. We may share the information with other departments at the Council to enable us to deal with burials, memorial applications and grave transfers. We will only share the information to enable us to deal with this matter.

We will not share the personal information we hold with any external organisations except:

Internment & memorial applications we share with funeral directors and memorial masons

Burial Registers details of the deceased will be available to the public (no other personal data is shared).

By partner organisations we mean the Police, internal Audit or similar agency, or another council for the purposes of preventing and detecting fraud where sharing your data is necessary to deal with your matter. We will ensure that all personal information is kept securely.

## How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact <a href="mailto:GDPR@stalbans.gov.uk">GDPR@stalbans.gov.uk</a>

#### **Individuals' Rights**

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@stalbans.gov.uk and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact <a href="mailto:GDPR@stalbans.gov.uk">GDPR@stalbans.gov.uk</a>.

You can find out more about your rights on our website: <a href="http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/">http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/</a>

#### **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <a href="http://www.stalbans.gov.uk/about-this-site/legal-notices/cookies.aspx">http://www.stalbans.gov.uk/about-this-site/legal-notices/cookies.aspx</a>

## **Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found here:

http://www.stalbans.gov.uk/Images/GDPR%20Personal%20Data%20Policy%20Version%201%20-%202.3.18 tcm15-63804.pdf. We review this policy annually.

#### **Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing <a href="mailto:GDPR@stalbans.gov.uk">GDPR@stalbans.gov.uk</a> or calling 01727 819209 for our Complaints Team.

#### How to contact us

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing <a href="mailto:foi@stalbans.gov.uk">foi@stalbans.gov.uk</a> or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

### **Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <a href="https://ico.org.uk/concerns/">https://ico.org.uk/concerns/</a> or by emailing: <a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a> or calling their helpline on 0303 123 1113.