



**New Graves**

I have seen St Albans City & District Council’s Privacy Notice & have/have not retained a copy, (pages 3 & 4)

If the grave is to be purchased:

Full Name(s) of Purchaser(s):.....

Address: .....

.....

Post Code.....Phone..... Relationship to deceased: .....

Email address:.....

**Note:** The person(s) named above will be registered as the grave owner(s) with the deed being made in his/her/their name(s). No memorial may be arranged and no further interment (ashes only) may take place without the signed consent of the grave owner(s).

**Terms and Conditions of Grave Plots in the Muslim Section**

**Lawn** graves in the Muslim Section. This type of grave has restrictions on the type of memorial that may be placed on the grave. Only a headstone/cross/book type memorial not exceeding 3’ high x 2’6” wide is permitted and **no kerbing, outlining or planting out of the grave is permitted**. Flower containers and potted plants are permitted only in the small area next to the memorial. An area to accommodate the width of the headstone up to a maximum 3’ wide x 2’ deep directly in front of the headstone may be planted or have an authorised kerb surround on payment of the appropriate fee to the Cemetery Office. **The remainder of the grave will be mounded, after a suitable period of time, when the grave has settled, sedum matting will be laid over the grave.**

**All grave types:** No glass whatsoever is permitted. Suitable planting such as annual bedding or small shrubs only will be permitted on traditional graves and in the head border only on lawn graves. Conifers must be planted in an unbreakable container. The Cemetery Superintendent/authorised officer may remove any plants that it considers unsuitable or that encroaches on other grave spaces or interfere with the Council’s maintenance work.

The Exclusive Right of Burial deed/grant and the Cemetery Information and Regulations will be forwarded on completion and acceptance of this application.

**If the burial is to take place out of office hours:**

**This service is only provided for deceased resident in the district at the time of death. If the deceased was not resident please contact the office during working hours.**

**The contractor will oversee the interment and backfill of the grave may take place under their instruction. If you wish to nominate one person who may be able to enter the grave space if necessary please do so below. However, if the contractor on site judges the grave is unsafe no unauthorised person may enter the grave space.**

**The contractor on site during out of hours service will prevent any burial from proceeding if health and safety is not adhered to and will be acting as representative of the council.**

**Nominated person to enter the grave space (only if possible).....**

I/We have read, accept and fully understand the Terms and Conditions above. (Sign and date below):

**Authorised Signature** ..... **Date:** .....

## Privacy Notice for Cemeteries

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 [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk)

### 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](mailto: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 [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

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

## **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 <http://www.stalbans.gov.uk/about-this-site/legal-notice/cookies.aspx>

## **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-%20202.3.18\\_tcm15-63804.pdf](http://www.stalbans.gov.uk/Images/GDPR%20Personal%20Data%20Policy%20Version%201%20-%20202.3.18_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 [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) 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 [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) 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: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.