

## Kirklees Council Bereavement Services privacy statement

Bereavement Services is committed to protect and respect any private and personal information that we collect from you. This information will be properly safeguarded in a manner consistent to the General Data Protection Rules 2018.

The council may use the information you have provided to prevent and detect fraud. We may also share this information for the same purpose with other local authorities and organisations that handle and protect public funds.

This information is kept in a secure location which can only be viewed or used by authorised staff or by approved authorised external organisations.

### Bereavement Services collect and process the following information:

1. Name and addresses of applicants for Notice of Interment
2. Name and addresses of business acting on behalf of Applicant for the purpose of Notice of Interment
3. Name and addresses of customers who purchase memorials and graves
4. Name and addresses of businesses who use the services of Kirklees Council's Bereavement Services
5. Names and addresses of anyone who may write to us in regards to complaints and compliments
6. Names and addresses of anyone we may write to in regards to maintenance of the grave, renewals for planting of graves, memorial stones and other memorials.
7. Permits for the institution of memorials
8. Names and addresses of applicant on Preliminary Application for Cremation forms, Service only application form, variation form for cremated remains and variation for form for removal of ashes.
9. Contact details relating to medical forms

### Retention and deletion of data:

#### Burials;

- The location of burials and identity of who has been buried – 100yrs plus
- Grave purchase forms – 100yrs plus
- Declarations (transfer of ownership/lost deed's) and assignments of a living owner transferring ownership – 100yrs plus
- Receipts for purchase of graves
- Grave deeds – 100yrs plus

#### Cremations;

- Preliminary form, instructions from funeral directors regarding arrangements for the day – 15yrs then destroyed
- Application form for cremation – 15yrs then destroyed
- Medical forms 4&5 – 15yrs then destroyed

- Disposal form (known as the green form) – 15yrs then destroyed
- A coroners form (known as the yellow or white form) – 15yrs then destroyed

### Your data rights

In relation to the personal data which we hold about you, you have the right to request to;

Be informed, have access or rectify incorrect information. You also have the right to object to or restrict our processing of your data

Under Data Protection law we must verify your identity and explain to you our reasons if we do not agree to carry out your request.

### Contact and further information

If you would like further information about how we use your data, please read our Privacy Policy at: [www.kirklees.gov.uk/privacy](http://www.kirklees.gov.uk/privacy)

You have the right to complain to the Information Commissioner's Office at [www.ICO.org.uk](http://www.ICO.org.uk)