

# ***Louth Town Council***

*The Sessions House, Eastgate,  
Louth, Lincolnshire, LN11 9AJ*

*01507 355895*

*clerk@louthtowncouncil.gov.uk*

*Town Clerk: Mrs. L. Phillips*



## **CEMETERY PRIVACY NOTICE**

When you purchase the Exclusive Right to a single or joint cemetery plot, arrange an interment or request permission for a memorial:

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 unless it is in relation to the grave, for example a Funeral Director or Memorial Mason).

### **The Councils Right to Process Information**

GDPR Article 6 (1) (a) (b) and (c)

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

### **Information Security**

Louth Town 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.

### **Your Rights**

#### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting the Data Control Officer: [clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk)

#### **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: [clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk)

#### **Information Deletion**

If you wish Louth Town Council to delete the information about you, please contact: [clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk)

Please note: Louth Town 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.

## **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 [clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk)

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

Louth Town Council does not use automated decision making or profiling of personal data.

## **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 (unless it is to a Funeral Director or Memorial Mason in relation to a grave). 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 them up to date in protecting your data.

## **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Louth Town Council Data Control Officer: [clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113