



HOLLESLEY PARISH COUNCIL

Mrs Judi Hallett, *Clerk to the Council*

Manor Farm, Hollesley, Woodbridge Suffolk IP12 3NB

Tel: 01394 411405 / 07739 411927 hollesleyparishclerk@gmail.com

Cemetery Privacy Notice

When you purchase the Exclusive Right to a single or joint cemetery plot 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.

The Councils Right to Process Information

Hollesley Parish Council has the right to process your information under the following legislation:

- GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act 2018):
 - 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

Hollesley Parish 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

You have the following rights...

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer (see below).

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.

Information Deletion

If you wish Hollesley Parish Council to delete the information about you please contact us. Please note, Hollesley Parish 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.

Rights Related to Automated Decision Making and Profiling

Hollesley Parish Council does not use automated decision making or profiling of personal data.

Contacting Hollesley Parish Council

Hollesley Parish Council's Data Protection Officer is their Clerk, Judi Hallett. You can contact Judi in the following ways:

E-Mail: hollesleyparishclerk@gmail.com
Telephone: 01394 411405 or 07739 411927
Write: Manor Farm, Hollesley, Woodbridge, Suffolk IP12 3NB

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. 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 it 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 Hollesley Council Data Protection Officer Judi Hallett (see above for contact details) and the Information Commissioners Office at casework@ico.org.uk or telephone 0303 123 1113.

Judi Hallett

Clerk to Hollesley Parish Council

May 2018