



PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringlandparishcouncil.gov.uk

Clerk to the Council: Mrs Catherine Moore BSc FSLCC

Cemetery Privacy Notice

The information you provide (personal information such as name, address, email address, phone number, organisation) 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. We hold the details of the legal owners of exclusive rights to burial plots, including relatives where ownership has transferred through inheritance. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

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

Poringland Parish Council cares about 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 appropriate 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.

Children

We will not process any data relating to a child (under 16) without the express parental/guardian consent of the child concerned.

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 our Data Information Officer.

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 our Data Protection Officer.

Information Deletion

Poringland 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. If you wish Poringland Parish Council to delete the information about you please contact our Data Protection Officer.

Office Opening Hours: Monday, Tuesday, Wednesday: 9.30am to 12.30pm
Thursday: 9.30am to 4pm; Friday: By appointment



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 our Data Protection Officer.

Rights Related to Automated Decision Making and Profiling

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

Summary

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 Poringland Parish Council Data Information Officer or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Data Protection Officer:

Catherine Moore
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