**Cemeteries – Privacy Notice**

 **The reasons why we process your data:**

* Request to purchase a plot for burial or cremated remains in a council owned cemetery
* (South Oxfordshire only)
* Request to install memorials received from Stonemason
* Public health burials
* National assistance burials

**How we collect your data:**

* Telephone calls
* Online form
* Manual forms
* In Person
* Email
* Letters

**The lawful basis for processing your data:**

* Public Task
* Contract with data subject

**The type of personal data we process:**

* Name (deceased and deed holder)
* Telephone Number
* Email address
* Address (deceased and deed holder)
* Payment information
* Death certificate
* Coroners certificate

**Special (Sensitive) category data:**

 Non-Applicable

**Lawful Basis for Processing Special Categories of Personal Data:**

Non-Applicable

**Processing of personal data relating to criminal convictions and offences:**

Non-Applicable

**Sharing your data:**

* Unit4 ERP System
* Funeral directors
* Other council departments
* Police
* NHS
* Family Undertaker

**Automated decision making :**

Non-Applicable

**How long we keep your data:**

* 75 years after closure date of the cemetery