

| | Bereavement Services | Is the data collected direct from the citizen? | Is the data about the citizen collected from a third party? |
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| <p>Why we collect information about you?</p> <p>What is the legal basis for us collecting your information?</p> | <p>For funeral services we collect information to provide a memorial or arrange a burial or cremation and a funeral service for the deceased.</p> <p>The provision of a memorial or to arrange a burial or cremation and a funeral service is a task vest in the authority.</p> <p>offer a webcasting service allowing the next of kin to request that a cremation or burial service is webcast live and/or request the purchase of a DVD or Memory Stick recording of the service.</p> <p>The next of kin may also submit photographs to be shown at a cremation or burial service. (Photo Tributes)</p> <p>The webcasting, DVD's recordings and copies of the Photo Tributes are provided to the next of kin under a contract and their legitimate interest.</p> |  |  |
| <p>What information do we collect about you?</p> | <p>We collect name, address, and telephone numbers for funeral services.</p> <p>There are camera situated in the chapels which record the services and the front few rows of the congregation. There are areas within the chapel that do allow for people to attend a services without being filmed. These areas are clearly identified in the chapels. We collect images of people attending the service, anyone taking part in the services and the celebrant.</p> <p>The images for Photo Tributes are supplied by the next of kin and shown at the service.</p> |  |  |
| <p>Who do we share the information with?</p> | <p>For the burials, cremations, funeral services and memorials we receive the bookings from the next of kin or the funeral directors. We may share the information with funeral directors, stone masons and add it to the burial and cremation registers which are public records available in the office for inspection by the public.</p> |  |  |

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| | <p>Webcasting and Photo Tributes information is received from the next of kin or funeral directors and is shared with Obitus the company providing the webcasting system. Obitus also prepares the photo tributes, DVD and recordings.</p> <p>The next of kin are given an access code to the live webcasting and they control who has access to service. This is for their own domestic use so is not covered by the Data Protection Act 2018.</p> | | |
| <p>Is any information transferred to or stored in servers based outside the European Economic Area?</p> | No |  |  |
| <p>How long do we keep your information?</p> | <p>For burial and cremation Different forms and registers require a different retention time. We keep information from between 1 year to 15 years and in some cases permanently to fall in line with statutory requirements and legislation. Burial, Cremation registers, purchase ledgers, deed of grants and plaque ledgers are kept as a permanent record and are archived in the public interest. Medical forms and applications for cremations are kept for 15 years. Notice of cremations, internment forms and monumental forms scattering forms sanctum 2000 are kept for two years. Plaque Forms, Plaque renewals, Book of Memory Form bench forms Rose Tree forms are all kept for a year.</p> <p>Webcasting The live webcasting is only available to view for 5 minutes before, the duration of the services and 5 mins after the services. All the services are recorded and recordings are held for three months before being deleted. Where a live webcasting has been ordered the next of kin can view or playback the recording within 28 days of the services. The next of kin can also purchase DVD and Memory Sticks of the service during that time.</p> |  |  |

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| | Where the next of kin order a DVD, memory stick recording or photo tribute, the images are downloaded by Obitus and stored for 2 years in which time the next of kin can order more copies. | | |
| Who do we collect information from? | <p>Cremation and Burials We collect information from you, from funeral directors and stone masons.</p> <p>Webcasting, DVD, recordings and Photo Tributes We collect information from you, funeral directors and next of kin</p> |  |  |
| What are the consequences if we don't collect the data | <p>If we do not collect this data, we would not be able to provide burial or cremation services to you.</p> <p>If we do not collect the data for a webcast to go ahead the family members unable to make the service will not be able to view the funeral service, and there will be no option to playback or purchase a DVD or memory stick.</p> <p>If we do not collect the photos for the Photo Tributes we would be unable to show any tributes during the service.</p> |  |  |
| Are any decision about you made by automatic means? | No |  |  |