

From mountain to sea

Privacy Notice

Burial Service

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- To provide evidence of the right of burial for any future interment requests
- To communicate with lair holder any issue regarding the lair
- To schedule an interment
- To verify right of interment in the requested lair
- To arrange identification, excavation and backfilling of lair following interment
- To verify right to erect headstone, tablet or plaque on the lair
- To assess and approve or otherwise the erection of headstone, tablet or plaque
- To arrange installation of appropriate foundation for headstone
- To ensure the rules and regulations for the maintenance of memorials are complied with
- To provide evidence of agreement of lair holder to transfer right of interment to another
- To update statutory records

Your information is:

Being collected by Aberdeenshire Council

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Consent		The data subject has given explicit consent to the processing	
Performance of a Contract	√	Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, social security social protection law	
Legal Obligations	√		
Vital Interests		Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent	
Task carried out in the Public Interest		Processing relates to personal data which are made public by the data subject	
		Processing is necessary for the establishment, exercise or defence of legal	



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Legitimate Interests ¹	claims or whenever courts are acting in their judicial capacity	
	Processing is necessary for reasons of substantial public interest	
	Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment, or the management of health or social care systems	
	Processing is necessary for reasons of public interest in the area of public health	
	Processing is necessary for archiving purposes in the public interest , scientific or historical research purposes or statistical purposes	

Please tick all that apply

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

Lair cannot be allocated, interment cannot be arranged or carried out, memorial cannot be erected, lair cannot be transferred and statutory records cannot be updated

Your information will be shared with the following recipients or categories of recipient:

Undertakers

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Not applicable

The retention period for the data is:

Permanent for lair sales and transfer of lair rights
5 years from end of the year an interment notice is produced
20 years for headstone erection

¹ Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data



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The following automated decision-making, including profiling, will be undertaken:

Not applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.