



## PRIVACY NOTICE

This privacy notice explains how St Mary's Cemetery uses information about you and how we protect your privacy. We are committed to protecting your privacy when you use our services.

St. Mary's Catholic Cemetery is a registered charity. It was established in 1858 for the burial of Roman Catholics and is administered by the Trustees of the Secular Clergy Common Fund.

We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer, at [stmarys@secularclergy.org.uk](mailto:stmarys@secularclergy.org.uk) or by calling 0208 969 1145 and asking to speak to the Data Protection Officer.

### **Why do we need your personal information?**

We need your personal information to fulfil our contract to you and have a legitimate interest in the data we hold. It also allows us to meet the legal requirements for the provision of burials, cremations and to manage, regulate and control memorials and cemetery grounds. The information you provide is important to us and will ensure that we are able to give the right level of support to you. The type of information we collect may include:

- personal information (such as name, address and contact details)
- date of death of the deceased
- financial transaction details (such as credit/debit card payments)
- business contact details (where a funeral director or memorial mason is involved)
- requested arrangements (such as dates of ceremony, burial, or interment of ashes)
- any additional personal information that is necessary for us to provide you with the service that you require.

Personal data can be anything that identifies and relates to a living person. Personal data can be found on a database, letters, emails, photographs, audio recordings and video recordings.

Some data is called special category data which is more sensitive, and we must look after it more carefully. This includes details of race or ethnic origin, political or religious beliefs, sexual orientation, trade union membership, health data, biometric data (e.g. fingerprints and facial recognition) and genetic data (e.g. DNA).

Whilst most of the information you provide to us is required in order for us to fulfil our contract with you, some of it is provided to us on a voluntary basis. In order to comply with

the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

If we need your data to perform our statutory duty or where we have a contract with you, if you do not provide us with that data, we may not be able to provide the services to you.

### **The lawful basis on which we use this information**

We collect and use this information for the purposes of carrying our statutory functions under the following:

- Burial Act 1857
- The Registration of Burials Act 1864
- The Cremation Act 1902, the Cremation Act 1952
- The Cremation (England & Wales) Regulations 2008
- The Public Health (Control of Diseases) Act 1984

### **Who we share your personal data with?**

Personal data will not be transferred, shared, or otherwise made available to any third party unless there is a legal requirement to do so.

With your consent we will share data about you with funeral directors, any third party will only be able to use data relevant to the service being provided.

### **You can ask for access to the information we hold on you (subject access)**

Under data protection legislation, you have the right to request access to information we hold. To make a request for your personal information please contact [stmarys@secularclergy.org.uk](mailto:stmarys@secularclergy.org.uk) to complete a Subject Access Request Form.

You have the right to ask for all the information we have about you and the services you receive from us. When we receive a request from you, we must give you access to all recorded data about you.

This applies to personal information that is in both paper and electronic records.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have personal data rectified, blocked, erased, or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

### **Processing based on consent**

If we are processing your data because you have consented to us doing so you can withdraw that consent at any time by getting in touch with us. Unless there is another legal basis for

us to process your data, we must stop processing your data when you withdraw consent. This may mean that we can no longer provide services to you.

### **How long do we keep your personal information?**

We will only hold your personal information for as long as necessary or if we are required to keep it by law. In general, we hold your data for three years. However, where data relates to a grave, we keep your information for the length of grave ownership. This may be over 60 years.

### **Where can I get advice?**

For independent advice about data protection, privacy, and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113 (local rate)

Alternatively, visit [ico.org.uk](https://ico.org.uk)

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Changes to our privacy policy**

We keep our privacy policy under regular review, and we will place any updates on our website or inform you of any changes when they occur. This privacy notice was last updated on 28/05/2021.