

# Linkinhorne Parish Council

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## NOTICE OF BURIAL

Upton Cross Civic Burial Ground

### THE DECEASED

Name	
Address	
Age	
Date of death	

### THE FUNERAL DIRECTOR

Name/address	
Phone/fax number	
Email address	

### THE PLOT

Number of plot	
Interment or ashes?	
1 <sup>st</sup> or 2 <sup>nd</sup> burial?	
If 2 <sup>nd</sup> , number of Grant*	
If 1 <sup>st</sup> , name and address of person to whom grant should be made out	

\*NB Documentary proof of Right of Burial must be provided to the Parish Council before a 2<sup>nd</sup> burial can take place.

### THE CEREMONY

Date of burial	
Name of clergyman	

### PERSON WHO WILL BE RESPONSIBLE FOR THE GRAVE

Name	
Address	
Signature (agreement to abide by the regulations of Upton Cross civic burial ground)	

Applications to the Clerk:

Mrs Melanie Kilby, Jean Ann, Highbury, Rilla Mill, Callington, Cornwall, PL17 7PH

Tel: 07825 665838 Email: [clerk@linkinhorneparish.co.uk](mailto:clerk@linkinhorneparish.co.uk)

## **Personal and private information - Burial Records**

Linkinhorne Parish Council is registered with the Information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018. The Council takes its responsibilities under the Act very seriously.

In relation to Burial Records:

- The information provided by you is collected purely for the purposes of providing and administering Bereavement Services. We need to collect this information in order to maintain accurate records of your name and contact details.
- Sharing your information with us constitutes explicit consent from you for us to process your data for this purpose.
- Processing is necessary for compliance with a legal obligation under the Local Authorities Cemeteries Order Act 1977.
- You may withdraw consent at any time by writing to the Clerk / RFO of the Council. In addition you have the right to see what information is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it and the right to complain to the Clerk / RFO of the Council if you feel that your data has not been handled in accordance with the law.
- Your name, contact details and eligibility are recorded electronically on our system to maintain up to date records. Paper copies are held in locked storage.
- This information will be kept for the term of the Exclusive Rights of burial 100 years from the date the paperwork is received by the Clerk/ RFO of Linkinhorne Parish Council or until such time as the data is reviewed by us or removed at your request. However, grave owner details will remain on the burial register indefinitely to comply with burial regulations.

### **Contact information:**

If you have a concern regarding the way your personal data has been processed you may make a complaint to Clerk of Linkinhorne Parish Council:

by post: Jean Ann, Highbury, Rilla Mill, CALLINGTON, Cornwall, PL17 7PH;

By phone: 07825665838;

by E-mail: [clerk@linkinhorneparish.co.uk](mailto:clerk@linkinhorneparish.co.uk)

and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113