

LITTLE MARLOW PARISH COUNCIL

Clerk to the Council: Jennie Phenix

Community Office, The Pavilion, Church Road, Little Marlow, Bucks, SL7 3RS

Telephone: 01628 890301 e-mail: clerk@littlemarlowparishcouncil.org.uk



NOTICE OF INTERMENT IN FERN LANE CEMETERY

Data Privacy Statement – please ensure that you have read and understood the Little Marlow Parish Council Privacy statement (at the end of this form) in relation to the data supplied.

This notice must be delivered in normal office hours: Monday to Friday between 9am – 1pm, by email or to the above office at least **TWO CLEAR DAYS**, excluding Saturday and Sunday, prior to any interment in every case. Burials on Sundays are **NOT** permitted. It is required that the particulars be carefully set forth.

The Grant of the Rights of Burial must accompany all applications requiring the reopening of a grave.

1. Full name(s) and Surname of the person to be buried
2. Last residence of person to be buried
3. Profession/Trade of person to be buried
4. Age of person to be buried (as at last birthday).....
5. Date of death (day, month, year)
6. Place where death occurred
7. Day and date of the month on which the Burial is to take place
8. Time of day at which the burial will take place
9. Full Burial(New/reopen) or Cremation:
10. Plot Number/Grave space
11. Please confirm that arrangements have been made with the Grave Digger to prepare and dig the burial plot
12. Is the Chapel required before the burial?
13. Name of person/Minister officiating (if any)

14. Name and Address of Next of Kin
(please include postcode)

Phone number & email address

15. Is Exclusive Right of Burial to be purchased? Yes/No

16. If the interment is a re-open of an existing grave. The name and address of the owner of the Exclusive Rights of Burial for the plot.

Full Name of owner:

Address:

Full Name of person last interred:

Date of last interment:

Is there a memorial on the grave?:

A SEXTON FEE will be charged for full burials and ashes interments. Please refer to burial fees.

One of the following declarations, whichever is appropriate, must be completed and signed:

1. RE-OPENING OF PURCHASED GRAVE

I, THE UNDERSIGNED being the..... (state if Owner, Executor of Owner or relationship to Owner) exercising the exclusive rights of burial in Grave No..... hereby authorise its opening for the purpose of the interment of the deceased (or the cremated remains of the deceased) named in Part 1 hereof.

I HEREBY undertake to hold LITTLE MARLOW PARISH COUNCIL their servants and agents harmless and indemnified against all actions proceeding claims and demands, costs, damages and expenses, which may be brought against them or which they may pay sustain or incur by reason of the said grave having been re-opened under this authority.

Signed

Full name (BLOCK CAPITALS)

Address.....

Email address

WITNESS to the signature of the above named

.....

IMPORTANT NOTE Where the person to be buried is the deceased Owner of the Exclusive Right of Burial, no further interment in or work on the grave space, including on the headstone, will be allowed until the Exclusive Right of Burial has been transferred to a new owner. Details of how to do this can be obtained from the Clerk to Little Marlow Parish Council.

THE GRANT OF EXCLUSIVE RIGHT OF BURIAL MUST BE SUBMITTED WITH THIS AUTHORISATION

2. NEW PURCHASED GRAVE

I wish to purchase the exclusive right of burial in a grave space, of which details appear in Part 1 of this form, for a term of 50 years and request that the Deed of Grant be made to: -

.....
State Title, Full Christian Name(s) & Surname – BLOCK LETTERS please

OF

.....
Full Postal Address & Contact Telephone Number

Email address.....

I, being the applicant for the Exclusive Right of Burial in the above grave confirm that I have received a copy of Little Marlow Parish Council's Cemetery, Burial and Memorial Regulations regarding Fern Lane Cemetery which were provided in hardcopy and explained fully by the Funeral Director. I hereby confirm that I have read and understood and will comply with these Regulations.

I have read and understand Little Marlow Parish Council's Privacy Statement. I agree by signing below that the Council may process my personal information for statutory purposes, providing information to me and corresponding with me.

Signature of Applicant:

Date:

Fee:

Name, Address & Contact details of Funeral Director:
.....
.....

For Office Use & Completion by Funeral Director

Fees	
Interment	
Purchase of Exclusive Rights of Burial	
Memorials	
Other fees	

Please make payment by BACS at least two days prior to Interment:

Account detail: Little Marlow Parish Council

Sort code: 30 95 36

Account number: 02066287

Privacy Statement

When you contact us The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, if appropriate to other principal authorities (e.g. government agencies) to enable Little Marlow Parish Council to answer your queries, and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information General Data Protection Regulation (GDPR) (Data Protection Act 2018) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or Processing is necessary for compliance with a legal obligation or Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security Little Marlow Parish Council is aware of the need to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Your Rights

Access to Information You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: clerk@littlemarlowparishcouncil.org.uk.

Information Correction If you believe that the information, we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: clerk@littlemarlowparishcouncil.org.uk.

Information Deletion If you wish Little Marlow Parish Council to delete the information about you please contact: clerk@littlemarlowparishcouncil.org.uk.

Right to Object If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact clerk@littlemarlowparishcouncil.org.uk.

Rights Related to Automated Decision Making and Profiling Little Marlow Parish Council does not use automated decision making or profiling of individual personal data.

In Conclusion In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, our information and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints If you have a complaint regarding the way your personal data has been processed you may make a complaint to Little Marlow Parish Council Data Information Officer: clerk@littlemarlowparishcouncil.org.uk. and the Information Commissioners Office casework@ico.org.uk
Tel: 0303 123 1113

