

NAVENBY WITH SKINNAND PARISH COUNCIL
PURCHASE OF EXCLUSIVE RIGHTS PRIVACY NOTICE

Adopted: January 2026

Review: May 2026

Introduction

1. When you purchase the Exclusive Rights to a single or joint cemetery plot, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and to respond to your correspondence, provide information, send invoices and receipts relating to your burial plot(s). Your personal information will not be shared with any third party without your prior consent.

2. I agree that I have read and understand Navenby with Skinnand Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me; keep my contact information data for an undisclosed term or until I request its removal. I have the right to request modification on the information that you keep on record; and the right to withdraw my consent and request that my details are removed from your database.

| | |
|--|--|
| Name | |
| Date of birth if under 18 | |
| Parental/Guardian Consent for any data processing activity | |
| Address | |
| Telephone No | |
| Email Address | |
| Facebook | |
| Twitter | |
| Signature | |
| Date | |

Guidance Notes Data Sharing Checklist – systematic data sharing

3. Scenario: You want to enter into an agreement to share personal data on an ongoing basis. Is this form relevant and the sharing justified? Key points to consider:

- a. What is the sharing meant to achieve.
- b. Have you assessed the potential benefits and risks to individuals and/or society of sharing or not sharing.
- c. Is the sharing proportionate to the issue you are addressing.
- d. Could the objective be achieved without sharing personal data.

4. Do you have the power to share? Key points to consider:

- a. The type of organisation you work for.
- b. Any relevant functions or powers of your organisation.
- c. The nature of the information you have been asked to share (for example was it given in confidence).
- d. Any legal obligation to share information (for example a statutory requirement for a court order).

5. If you decide to share, it is good practice to have a data sharing agreement in place. As well as considering the key points above, your data sharing agreement should cover the following issues:

- a. What information needs to be shared.
- b. The organisations that will be involved.
- c. What you need to tell people about the data sharing and how you will communicate that information.
- d. Measures to ensure adequate security is in place to protect the data.
- e. What arrangements needs to be in place to provide individuals with access to their personal data if they request it.
- f. Agreed common retention periods for the data.
- g. Processes to ensure secure deletion takes place.

| Date Data Received | Date consent received and approved for data to be held | Data received as phone, email hard copy or other | Data approved to be shared with the below | Removal of consent received | Date data disposed of and method of disposal actioned. |
|--------------------|--|--|---|-----------------------------|--|
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