

Privacy Notice

Why do we collect this information?

We need the personal information you supply on this form so that we can provide the memorial of your choice with the wording you provide, collect your payment, and contact you when your lease is coming up for renewal. **The legal basis for collecting this information is that it forms a contract.**

What information is collected?

- Your name, address, phone number, signature
- Details of your memorial

Who has access to the information?

This information will be accessible to the staff working in the Bereavement team at Bromsgrove District Council and Redditch Borough Council.

This information will not be shared with or sold to any other service or organisation unless we have a duty to do so under law.

How long is the information kept?

The memorial information will be kept for the length of the lease plus two years.

If you pay for your memorial by bank card over the phone, the payment information will be kept for six years. Your card details (numbers etc) will not be kept on the system.

Are any automated decisions made using this information?

No decisions around this information are made by automated means.

Your rights

Your statutory rights and other privacy information is available on the Bromsgrove District Council/Redditch Borough Council website at:

<https://www.bromsgrove.gov.uk/council/corporate/your-access-to-information/privacy-notice.aspx>

<https://www.redditchbc.gov.uk/council/corporate/your-access-to-information/privacy-notice.aspx>