



Use of your personal data

New GDPR regulations came into force on 25 May 2018. The General Data Protection Regulation gives individuals more control over how their personal information is used and imposes tighter obligations on how we collect and use personal data.

We (Brookwood Cemetery) are collecting your personal data for the purpose of entering into an agreement for the purchase of Exclusive Rights of Burial, arranging a burial, transferring burial rights, permitting a memorial, research or any maintenance agreements which you may be applying for within the Cemetery.

We cannot enter into any agreement without your consent. If you have a registered carer who can act on your behalf with Power of Attorney, they can also provide consent.

Please read this information and indicate whether you accept by ticking the box below. You can withdraw your consent at any time by contacting us but if you have entered into a legal agreement this may affect any rights you hold.

We will hold your personal data for the term indicated within your agreement or until you cancel such agreement. If you choose not to provide your personal data, we may not be able to carry out the service you require. We will not use your personal data for any other purposes unless the law allows us to do so.

In order to provide this service, your personal data **might** be shared with:

- Funeral directors or other service providers
- Auditors
- Cemetery data hosts

We will not share your personal data with any other organisations unless the law allows us to do so.

We will hold your personal data for no longer than 5 years after our last contact with you following the end of your contract. Personal data in respect of the deceased shall be held in perpetuity.

You can ask us to access or to rectify the personal data we have about you by contacting us. You can ask us to access, rectify or erase the personal data we have about you, but this may affect any contract you have in place.

More information on how we collect and use your personal data and the control you have over it is available from Woking Borough Council, which owns Brookwood Cemetery:

Website: woking.gov.uk/dataprotection
Email: dataprotectionofficer@woking.gov.uk
Telephone: 01483 755855

I consent to my personal data being collected and used as set out above

Name:

Signature:

Date: