

Privacy Notice for Bereavement

Why we are collecting your data

Lewes District Council and Eastbourne Borough Council are data controllers and collect your personal data in order to provide the service you have requested from us. We will only collect the personal data from you we need in order to provide this service to you.

What is the legal basis for processing this data?

The legal basis we rely on to process your personal data is article 6(1)(e) of the GDPR, which allows us to process personal data when this is necessary to perform our public tasks as local authorities. We will not be able to provide the service requested without the personal data you provide us with.

Who will your information be shared with?

Your personal information is kept on a database that is only accessible by officers in the Bereavement team.

We may disclose information to third parties where it is necessary to comply with a legal obligation.

The councils are required by law to protect the public funds they administer. We may use any of the information you provided for the prevention and detection of fraud. We may also share information with other bodies that are responsible for auditing or administering public funds, including the Cabinet Office.

We will not

- Use your information for marketing or sales purposes without your prior explicit consent.
- Send or store your data abroad.
- Make decisions about you based on automated processing.

How long will we hold your data for?

Applications for Cremation Memorials will be kept for as long as the memorial remains active. Applications for cremation, grave ownership, grave memorial, transfer of grave ownership and scattering of ashes will be kept permanently.

Your rights

You are entitled to request a copy of any information about you that we hold.

If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your

request, but we may be required to hold or process information to comply with a legal requirement.

You have the right to object to the processing of your personal data in certain circumstances. We may still be required to hold or process information if there are legitimate grounds for doing so.

If you are dissatisfied with how the councils have used your personal information you have a right to complain to the Information Commissioner's Office at casework@ico.org.uk

Identity of Data Protection Officer

Oliver Dixon, Senior Lawyer

Contact details

Eastbourne Town Hall, Grove Road, Eastbourne, BN21 4UG

Email: accesstoinformation@lewes-eastbourne.gov.uk

Tel: 01323 410000