

Privacy Notice for Cemeteries Service

Service description

Canterbury City Council are responsible for the management of Canterbury City Cemetery (Westgate Court Avenue, Canterbury), Herne Bay Cemetery (Canterbury Road, Herne Bay) and Whitstable Cemetery (Millstrood Road, Whitstable).

Processing activity

The purposes for which your data will be used are:

- Dealing with applications for plots
- Maintaining ownership of plots
- Making arrangements with family members
- Making arrangements with Funeral Directors and Stone Masons
- Keeping family members informed about matters relevant to the deceased
- Keeping Funeral Directors and Stone Masons informed about the cemeteries service

Information requirements

This information may include:

- Name, address, phone number, email address, financial information

Lawful bases

Our **lawful bases** for processing your personal information are:

- Public Task (in relation to providing burial services)
- Contract (in relation to a memorial)
- Consent (in relation to keeping partners up to date)

Your rights

Your rights depend on the lawful basis we are relying on. More information is [available here](#).

Data Processors

We will share your data with our contractors, SERCO, to help fulfil your service request.

Data sharing

We may share your data with funeral directors, stone or memorial masons.

We may rely on a number of **exemptions**, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide you with information about the sharing. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

Retention

We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept for in accordance with our Retention Policy. All information will be held securely and disposed of confidentially.

Please refer to our Corporate Privacy Notice at www.canterbury.gov.uk/privacy for further details of how we process your personal information and your rights.