



Bereavement Services – Transparency Notice

This is the Service-specific Transparency Notice for Wakefield Council's Bereavement Service. This Notice should also be read in conjunction with Wakefield Council's general Transparency Statement, which can be found on the Council's web-site: <http://www.wakefield.gov.uk/site/transparency-notice>.

We take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This Notice provides details of how the Council collects and uses information/data about you.

1. Who We Are

If you have any queries regarding this Transparency Notice or how your information is used by us the key contacts are:

- a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

- b) The Council's Data Protection Officer is the City Solicitor:

Telephone: 01924 305211

Email: dpo@wakefield.gov.uk

- c) If you have any queries regarding your information that we are using for the purpose outlined in section 2 please contact the Controller's representative for the Bereavement Service's.

Bereavement Services Manager

Telephone: 01924 305967

E-mail: RichardForster@wakefield.gov.uk

2. How we use your information

Bereavement Services gather process and store a wide range of information, including some personal details, in order to deliver our service efficiently.

We are responsible for managing the information we hold and we recognise that this information is important to you. We take our responsibilities seriously and use personal information fairly, correctly and safely in line with the legal requirements set out by the General Data Protection Regulations (GDPR). Any company we provide information to, to undertake services such as production of memorials, is also under a legal duty to do the same and has a set of data protection clauses included in their contract. Remember, funeral directors are working directly for you – speak to them directly if you want to know how they will be using the information you provide. Any personal details taken over the telephone will only be used to send information requested – these details are then shredded.

Where we need to share sensitive or confidential information we will do so only with your consent or where we are legally required to do so. We keep our privacy notices under regular review.

A burial or cremation will not be permitted to proceed if the information requested is not provided

Your rights under the General Data Protection Regulations (GDPR)

Under the GDPR you, as the Data Subject, have the following rights. Each request received will be reviewed and actioned wherever possible. However, you should be aware that Wakefield Council Bereavement Services may not be able to comply with some requests if we have a legal obligation to process or retain your information.

You have the right to:

- access the information we hold about you;

- request that we rectify any information about you that is incorrect;
- request that records we hold about you are erased;
- restrict processing of the information we hold about you if you have an objection to that processing, whilst your objection is investigated;
- request that any information that you have provided to us is given back to you in a format that you can give to another service provider if required;
- object to processing of your personal information including automated decision making and profiling;
- make a complaint to a supervisory authority if you are not satisfied with how the information held about you has been handled.

Prevention and detection of fraud

Wakefield Council is required by law to protect the public funds it administers. Therefore we may use any of the information you provide to us for the prevention and detection of fraud or to comply with the law.

How to get a copy of the information we hold about you

You have the right to request a copy of the information that we hold about you. If you would like to do so, please contact us by email or by post giving us as much detail as possible about the information you require. We will need to confirm your identity before any information can be provided.

You will receive a copy of the information held about you along with an explanation of any codes used or other clarification that may be necessary.

Requesting that someone else look at your information on your behalf

You can request that someone else looks at your records on your behalf. To do this you will need to give us consent in writing informing us of who you want to look at the information for you. If a relative or someone else wishes to look at the records of a person who is not able to give their consent, this will only be allowed where it can be shown to be in the best interest of the person concerned.

How to contact us

To exercise any of your rights under the General Data Protection Regulations (GDPR) please contact the Information Governance Officer or Bereavement Services

Use of CCTV

CCTV cameras are used to monitor the car parks, buildings internal and external at Wakefield and Pontefract crematoria. Recordings are kept for one month and then securely destroyed.

The tables below contains details of the forms used by the Bereavement Service team along with details about the reasons for collecting personal information,

Who we may share information with and how long we will keep it for

Details	Time of use	Legal basis for collection	Who the Information is shared with or can be shared with	How long the information is kept	Information collected or provided to a third party
Burial of an Adult	Prior to burial	Local Authorities Cemeteries Order 1977		The Notice of Interment Form is kept for 15 years from the date of burial. Burial records are held both in paper and digital format in perpetuity	Completed by the funeral director who will provide the form to the Council.
Burial of an Child	Prior to burial	Local Authorities Cemeteries		The Notice of Interment Form is kept for 15 years from the	Completed by the funeral director who will

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		Order 1977		<p>date of burial.</p> <p>Burial records are held both in paper and digital format in perpetuity</p>	provide the form to the Council.
Burial of Cremated Remains	Prior to burial	Local Authorities Cemeteries Order 1977		<p>The Notice of Interment Form is kept for 15 years from the date of burial.</p> <p>Burial records are held both in paper and digital format in perpetuity</p>	Completed by the funeral director who will provide the form to the Council.
Pre Purchase of a Grave Space	Prior to burial	Local Authorities Cemeteries Order 1977		The Application Form is kept for 15 years from the date of burial.	This information will not be collected by or provided to any third

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				Burial records are held both in paper and digital format in perpetuity	party
CR1 – Application for cremation of the body of a person who has died	Prior to cremation	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Completed by the family of the deceased or the funeral director who will provide the form to the Council.
CR2 - Application for cremation of body parts	Prior to cremation	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or	Completed forms are held for 15 years Some	Completed by the family of the deceased or

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			<p>appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)</p>	<p>information provided on these forms will be held in perpetuity in the Register for Cremations</p>	<p>the funeral director who will provide the form to the Council.</p>
CR3 - Application for cremation of a stillborn baby	Prior to cremation	Cremation (England and Wales) Regulations 2008	<p>Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)</p>	<p>Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations</p>	<p>Completed by the family of the deceased or the funeral director who will provide the form to the Council.</p>

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CR4 - Medical certificate	Prior to cremation	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Completed by the Medical Referee and proved to the family of the deceased or the funeral director who will provide the form to the Council
CR5 - Confirmatory medical certificate	Prior to cremation	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Completed by the Medical Referee and proved to the family of the deceased or the funeral director who will provide the form to

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			the Police Act 1996(12)		the Council
CR6 - Certificate releasing the body of a person who has died for cremation	Prior to cremation	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Completed by the Coroner.
CR7 - Certificate following Anatomical examination	Prior to cremation	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of	Completed forms are held for 15 years Some information provided on these forms will be	Completed by the Appropriate person at the School of Anatomy and proved to the family of

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			police (within the meaning given in section 101(1) of the Police Act 1996(12)	held in perpetuity in the Register for Cremations	the deceased or the funeral director who will provide the form to the Council.
CR8 - Certificate releasing body parts for cremation	Prior to cremation	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Completed by the Medical Referee and proved to the family of the deceased or the funeral director who will provide the form to the Council
CR9 - Certificate of stillbirth	Prior to cremation	Cremation (England and Wales) Regulations 2008	Medical Referee and in some cases	Completed forms are held for 15 years	Completed by the Medical

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			the Coroner	Some information provided on these forms will be held in perpetuity in the Register for Cremations	Practitioner and proved to the family of the deceased or the funeral director who will provide the form to the Council
CR10 - Authorisation of cremation of deceased person by medical referee	Prior to cremation	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Completed by the Medical Referee

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CR11 - Certificate after post-mortem examination	Prior to cremation	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Completed by the Pathologist
CR12 - Authorisation of cremation of body parts by medical referee	Prior to cremation	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Completed by the Medical Referee

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			the Police Act 1996(12)		
CR13 - Authorisation of cremation of stillborn child by medical referee	Prior to cremation	Cremation (England and Wales) Regulations 2008	Medical Referee, Coroner, Secretary of State (or appointed person) A chief officer of police (within the meaning given in section 101(1) of the Police Act 1996(12)	Completed forms are held for 15 years Some information provided on these forms will be held in perpetuity in the Register for Cremations	Completed by the Medical Referee
Instruction for Cremation The information on this form is used to enable the council to provide the service.	Prior to cremation	GDPR Article 6 1(b) necessary for the performance of a contract	This information will not be shared	Forms are held for 15 years from the date of the cremation service.	Completed by the family of the deceased or the funeral director who will

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					provide the form to the Council.
Change of instruction form The information on this form is used to enable the council to provide the service or memorial that has been requested	Prior to and following cremation	GDPR Article 6 1(b) necessary for the performance of a contract	This information will not be shared	Forms are held for 15 years from the date of the cremation service.	Completed by the family of the deceased or the funeral director who will provide the form to the Council.
Assignment of Exclusive Right of Burial	Prior to and following burial	Local Authorities Cemeteries Order 1977	A letter giving information about the transfer is sent to the named person taking on the EROB.	Burial records are held in perpetuity in physical and digital format.	Completed by the family of the deceased and returned to the Council.

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Statutory Declaration	Prior to and following burial	Local Authorities Cemeteries Order 1977	This information will not be shared A letter giving information about the transfer is sent to the named person taking on the EROB.	Kept with the appropriate grave record in perpetuity	Completed by the family of the deceased and returned to the Council.
Transfer as per Probate	Prior to and following burial	Local Authorities Cemeteries Order 1977	This information will not be shared A letter giving information about the transfer is sent to the named person taking on	Kept with the appropriate grave record in perpetuity	Completed by the family of the deceased and returned to the Council.

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			the EROB.		
Statutory Declaration - Executor	Prior to and following burial	Local Authorities Cemeteries Order 1977	This information will not be shared A letter giving information about the transfer is sent to the named person taking on the EROB.	Kept with the appropriate grave record in perpetuity	Completed by the family of the deceased and returned to the Council.

Following burial or cremation

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Change of Address Letter (of the person responsible	Following burial	Local Authorities Cemeteries	This information	Kept with the appropriate	Completed by the family of the deceased and returned

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for a grave/cremation plot)	or cremation	Order 1977	will not be shared	grave record in perpetuity	to the Council.
Application for approval to fix a memorial, or to make an additional inscription	Following burial	Local Authorities Cemeteries Order 1977	This information is not shared	Forms are held for 5 years. Some information contained in these forms is held in the burial register in perpetuity.	Completed by the family of the deceased or the funeral director and returned to the Council.
Entry in the Book of Remembrance <i>The information on this form is used to enable the council to provide the service or memorial that has been requested</i>	Following cremation	GDPR Article 6 1(b) necessary for the performance of a contract.	Some information is shared with the contractor who will inscribe the Book of Remembrance	Forms are kept for 5 years after the last action.	Completed by the family of the deceased and returned to the Council. The Council will send the required information to the contractor.
Application form for a Memorial Booklet/Card The information on this	Following cremation	GDPR Article 6 1(b) necessary for the performance of a	Some information is shared with the contractor who	Forms are kept for 5 years after the last action.	Completed by the family of the deceased and returned to the Council. The Council

Details	Time of use	Legal basis for collection	Who the information is shared with or can be shared with	How long the information is kept	Information collected or provided to a third party
form is used to enable the council to provide the service or memorial that has been requested		contract.	will inscribe Memorial Booklet/Card. Memorial Booklets and Cards are sent straight to the family by the contractor		will send the required information to the contractor.
Application form for a Plaque	Following cremation	GDPR Article 6 1(b) necessary for the performance of a contract.	Information is shared with the contractor creating the memorial	Forms are held for a minimum of 10 years or until the applicant chooses not to renew the lease	Completed by the family of the deceased or the funeral director and returned to the Council. The Council will send the required information to the contractor.

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Application form for a Memorial Kerb Plaque	Following cremation	GDPR Article 6 1(b) necessary for the performance of a contract.	Information is shared with the contractor creating the memorial	Forms are held for a minimum of 10 years or until the applicant chooses not to renew the lease	Completed by the family of the deceased or the funeral director and returned to the Council. The Council will send the required information to the contractor.
Application form for a Plaque	Following cremation	GDPR Article 6 1(b) necessary for the performance of a contract.	Information is shared with the contractor creating the memorial	Forms are held for a minimum of 10 years or until the applicant chooses not to renew the lease	Completed by the family of the deceased or the funeral director and returned to the Council. The Council will send the required information to the contractor.
Application form for a Granite Bench Plaque	Following cremation	GDPR Article 6 1(b) necessary for the	Information is shared with the	Forms are held for a minimum of 10 years or until the applicant	Completed by the family of the deceased or the funeral

Details	Time of use	Legal basis for collection	Who the information is shared with or can be shared with	How long the information is kept	Information collected or provided to a third party
		performance of a contract.	contractor creating the memorial	chooses not to renew the lease	director and returned to the Council. The Council will send the required information to the contractor.
Application form for a Granite Bench with Inscribed plaque	Following cremation	GDPR Article 6 1(b) necessary for the performance of a contract.	Information is shared with the contractor creating the memorial	Forms are held for a minimum of 10 years or until the applicant chooses not to renew the lease	Completed by the family of the deceased or the funeral director and returned to the Council. The Council will send the required information to the contractor.
Application form for a Cremated Remains Memorial Vault & Inscribed Plaque	Following cremation	GDPR Article 6 1(b) necessary for the performance of a contract.	Information is shared with the contractor creating the	Forms are held for a minimum of 50 years or until the applicant chooses not to renew the lease	Completed by the family of the deceased or the funeral director and returned to the Council. The Council will send the

Details	Time of use	Legal basis for collection	Who the information is shared with or can be shared with	How long the information is kept	Information collected or provided to a third party
			memorial		required information to the contractor.
Application for Sanctum	Following cremation	GDPR Article 6 1(b) necessary for the performance of a contract.	Information is shared with the contractor creating the memorial	Forms are held for a minimum of 25 years or until the applicant chooses not to renew the lease	Completed by the family of the deceased or the funeral director and returned to the Council. The Council will send the required information to the contractor.