

Idle (Upper Chapel) Cemetery Privacy Notice

Idle Upper Chapel United Reformed Church (“Idle URC”, “we”, “our”, “us”) takes the safety of your personal information very seriously and will only ever process your personal information in accordance with the law, this includes the UK General Data Protection Regulations (“UK GDPR”) and any other relevant legislation.

The purpose of this Privacy Notice is to explain how and for what purposes we process your personal data. It applies to personal data that is processed electronically and on paper.

Our Contact Details

Idle Upper Chapel United Reformed Church
Westfield Lane, Idle
Bradford
BD10 8PY
07849181233
Email: idleurc@outlook.com
<https://idleurc.org/>

The Type of Personal Information We Collect

We currently collect and process the following information:

- **Name and contact details (i.e., address, email, contact telephone numbers):** for any correspondence to administer the service.
- **Financial information:** payment information such as cheque, credit card or debit card details
- **Family details:** for any correspondence required to administer the service for the deceased person.

How We Get the Personal Information and Why We Have it

You directly provide Idle URC with most of the data we collect. We collect personal information from you in writing, when you complete one of our forms requesting a service from us (this includes emails). We may also collect this information from you verbally (face to face and on the telephone). We do this under various laws, including the Burial Acts, the Registration of Burials Act, the Births and Deaths Registration Act and other relevant legislation such as the Health and Safety at Work Act. We only request the minimum amount of information. We collect your data so that we can provide burial and other associated services (e.g., permission to install a memorial, maintenance, or other works).

You also provide information when you use or view our website, and we receive personal information indirectly from the following third parties:

- Funeral Directors
- Stonemasons

We Use the Information that You Have Given Us in Order To:

- Allow us to meet the legal requirements for the provision of burials and to manage, regulate and control memorials and the Cemetery grounds.
- Issue a certificate of ownership of Deed of Grant of Exclusive Right of Burial for a Specified plot in cemetery.
- Administer cemetery records.
- Meet the need to comply with requests for data where we have a legal right or duty to use or disclose your information (for example in relation to an investigation by a public authority or in a legal dispute).

Under the UK GDPR, the lawful bases we rely on for processing this information are:

- We have a legal obligation.
- We have a contractual obligation.

We may Share this Information With:

- Funeral Directors, Stonemasons.
- Government representatives (e.g., Registrar of Deaths, Coroner, other governmental departments such as the Department of Work and Pensions.
- Any other organisation having lawful right of access to the information.

Information will not be transferred, shared or otherwise made available to any third party for marketing or promotional purposes.

How We Store Your Personal Information

Your information is securely stored on encrypted USB devices and paper-based records, which are held within locked premises which can only be accessed by selective staff members. Please note, we cannot guarantee the security of your data when it is being transmitted to us (e.g., sent by you in the post or by email), and any transmissions you choose to make are at your own risk.

We will only hold your personal information for as long as necessary for business purposes or if we are required to keep it by law. Much of the information which is collected forms part of the official registers which are required by law and Cemetery records also serve a historic purpose. We keep all documentation related to the purchase of the Deed of Grant of Right to Burial and Memorial Applications indefinitely.

Your Data Protection Rights

Under data protection law, you have the following rights:

- **Your right of access:** You have the right to ask us for copies of your personal information (subject access request).
- **Your right to rectification:** You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right erasure:** You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing:** You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing:** You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability:** You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your right. If you make a request, we have one month to respond to you.

You can make any of these requests by:

- Email: idleurc@outlook.com
- Writing: Idle Upper Chapel URC, Westfield Lane, Idle, Bradford BD10 8PY

How to Complain

If you have any concerns about our use of your personal information, you can make a complaint to us at **Idle Upper Chapel URC, Westfield Lane, Idle, Bradford BD10 8PY**, idleurc@outlook.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>