

Data Protection Information

Aley Green Cemetery complies with all current Data Protection laws and is registered with the Information Commissioner's Office as a Data Controller under the Slip End Parish Councils Registration Certificate.

Plot Holders

All forms completed regarding plots in the Cemetery will be kept permanently on file by the Clerk for Accounting and Audit purposes.

Details of the deceased, plot numbers and the contact details of the plot holders will be kept on a database kept by the Clerk and only shared with the Caretaker.

You have the right to request to the Clerk that the details of the plot holder be deleted from the Database, and if this occurs, the Management Committee will assume responsibility for the plot and will take any action needed to maintain health and safety in the Cemetery.

This may include filling in sunken graves, grassing them over and laying down dangerous headstones. Without plot holder's details on file, this will be done without consultation with the plot holder.

You have the right to request to view any correspondence or data Aley Green Cemetery holds concerning yourself.

General Public and Plot Holders

Letter and E-Mail communications sent to the Clerk will be deemed to have also been sent to the Committee and so may be forwarded to Committee members without prior consent.

Letter correspondence will be kept on file for six months and then destroyed.

E-Mails will be kept permanently in the general correspondence stream.

You may request to the Clerk, that your correspondence by letter or E-Mail be destroyed or deleted at any time.

The exception to this is where correspondence may be used in legal or insurance claims and may be needed for evidence. In these cases, it will need to be kept permanently on file.

Written communications sent direct to members of the Committee will not be forwarded without your prior permission.

You have the right to request to view any correspondence or data Aley Green Cemetery holds concerning yourself.

Contractors

All quotes will be kept on file for the period of two years for comparison purposes.

You may request from the Clerk that these be destroyed before this time.

Contracts, Invoices and payment amounts will be kept permanently on file for Accounting and Audit purposes.

Contractor name and payment amounts will form part of the Accounts and also the Minutes as an Appendix, and are required to be published on our website for transparency reasons.

Contractors have the right to request to view any correspondence or data Aley Green Cemetery holds concerning yourself.