

Stirling Council

Privacy Notice

Find out how Stirling Council uses personal data by checking the Council's website at the following address: <http://www.stirling.gov.uk/dataprotection>

Our website contains a Register of Data Processing which lists all the different ways in which the Council uses personal data.

This Privacy Notice provides more information about just one of those processes.

Title of Process	Cemeteries Service
Why does the Council process personal data?	To enable the sale of the exclusive right of burial to accommodate interments. To record burials and transfer of rights to lairs.
What personal data is used?	Name and address of the lair holder, and details of any transfer rights in relation to existing lairs. Personal data is also recorded relating to the deceased, although this data does not come within the scope of Data Protection laws.
What makes it lawful for the Council to process this personal data?	Statutory obligation. The Burial and Cremation (Scotland) Bill 2016 requires each burial authority to prepare and maintain a burial register for each burial ground it provides. The register must contain information relating to burials that have taken place and registered holders of the exclusive right of burial.
Where does the Council obtain personal data from?	Application forms for lairs, and via funeral directors.
Where does the Council keep personal data?	In a database which is the burials administration system Hardcopy applications are retained within the service for one year then sent to record centre storage.
How long does the Council keep personal data?	Permanently. Legislation places a duty on all parties which are required to maintain records to do so indefinitely.

Who does the Council share personal data with?	The Council does not share this personal data.
Who do I contact about my personal data?	<p>The Council has a Data Protection Officer to make sure it is complying with data protection laws.</p> <p>The Council's Data Protection Officer is Kevin O'Kane, Audit Manager.</p> <p>He can be contacted at: Data Protection Officer, Stirling Council, Teith House, Kerse Road, Stirling FK7 7QA Email: dataprotection@stirling.gov.uk Telephone: 01786 404040</p>