

Bereavement services privacy notice

The information that you provide is processed in accordance with the Data Protection Act 2018. The data controller for this information is Hull City Council.

Why we need to process your personal data

We will use the information you provide to provide a burial or cremation service. We process personal information to comply with our obligation as a Local Authority to perform tasks which are carried out in the public interest; this includes public health funerals, in line with Section 46 of the Public Health Act 1984 and our non-statutory obligation to deliver bereavement functions to meet the needs and expectations of residents in the City. We also process personal information to deliver services under contracts with persons in respect of funerals, burials and cremations.

We hold information about –

- deceased individuals and their relatives/friends who are arranging the funeral
- employees of other organisations involved in burial/cremation arrangements, such as stone masons, funeral directors.
- other public sector professionals such as the police, NHS etc.

The types of information we hold includes -

- names and contact information;
- family members relationship to the deceased
- medical/special requirements of guests attending ceremonies
- warning indicators about individuals attending ceremonies
- religious beliefs of family and ceremony preferences

Information Sharing

We receive information from -

- family/friends/acquaintances of the deceased and their representatives
- businesses
- other public sector professionals, i.e. police, NHS
- Hull City Council staff

We may share information with third parties who are involved in the burial/cremation process, such as ministers, funeral directors etc. but they will not be allowed to use your data for any other purpose.

Retention Period

Cremation paperwork is retained for 15 years after the cremation date. Burial paperwork is retained for 10 years after the burial date. Baby cremation papers and enquiries, memorial leases and cremation and burial registers are retained permanently.

Your Rights

You have the right to request access to the personal information we hold about you, to be informed about the collection and use of your personal information, for the information held to be corrected (where the law permits) and to request us to restrict the processing of your personal information. In certain circumstances you have the right to object to the processing of your personal information. Your information will not be subject to automated decision making.

Questions/complaints/comments

More details about how Hull City Council uses personal information can be found on our website -

<http://www.hull.gov.uk>. If you have any questions or concerns about the collection, use or disclosure of your personal information please contact –

Data Protection Officer
Hull City Council
Room 11
The Guildhall
Hull
HU1 2AA
Information@hullcc.gov.uk

You also have the right to complain to the regulator –

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

Telephone - 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number