

# LEINTWARDINE GROUP PARISH COUNCIL

Clerk to the Council, 1 Downton Castle, Ludlow, SY82LF

Tel: 07971404775

Email: [leintwardinegpc@gmail.com](mailto:leintwardinegpc@gmail.com)

## **NOTICE OF INTERMENT**

(Cemetery Section)

Applications for a FULL INTERMENT must be made on this form and delivered with payment of charges to arrive at least ONE working day before the date of interment.

Contact, Name, Address and telephone number of Funeral Director:

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|                              |                                                                  |
|------------------------------|------------------------------------------------------------------|
| Cemetery                     | Leintwardine                                                     |
| Date of Interment            |                                                                  |
| Time of interment            |                                                                  |
| Plot number or new plot      |                                                                  |
| Church service to be held at |                                                                  |
| Officiating person           |                                                                  |
| Dimensions of Coffin         | Length:                      Width:                      Height: |

**Details of person to whom the Grant of Exclusive Right is to be made or to whom it is already made in the case of pre-purchase:**

Full Name, Address and Postcode

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**If the owner of the Grant of Exclusive Right of Burial is the deceased, to whom has the grant passed:**

Full Name, Address and Postcode

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Proof of right of ownership seen: *A photocopy needs to be attached to the burial instruction form:*

|                           |  |
|---------------------------|--|
| Grant of probate          |  |
| Letters of administration |  |
| Form of assent            |  |
| Statutory declaration     |  |

### **Details of the Deceased**

|                               |  |
|-------------------------------|--|
| Title                         |  |
| Christian Names               |  |
| Surname                       |  |
| Date of Death                 |  |
| Age at time of death          |  |
| Home address at time of death |  |
| Place of death if not at home |  |

**Signed:**

**Dated:**

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## **PRIVACY NOTICE**

Leintwardine Group Parish Council is the Data Controller under the new data protection law and will use the information you provide to process your application for the above interment.

The legal basis for processing this data is to enable the Council to process this contract. Our contact details for any queries is Leintwardine Group Parish Council, 1 Downton Castle, Ludlow, SY82LF.

In addition to enabling the Leintwardine Group Parish Council to maintain the burial records we will retain your data to contact you if required on matters relating to the management and safety of the Cemetery.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Legally required data will be retained indefinitely for legal and archive purposes and, if ownership of the grave space is transferred to another person, for a period of six years for contract purposes.

Data held by consent will be retained indefinitely for legal, management and contract purposes or until a request is received to delete it.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at [www.leintwardineg-pc.gov.uk](http://www.leintwardineg-pc.gov.uk)