

Privacy Notice

Cremations

This Privacy Notice is designed to help you understand how and why North Yorkshire Council's Crematorium processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are we?

North Yorkshire Council is a 'Data Controller' as defined by Article 4(7) of the UK General Data Protection Regulation (UK GDPR). The Council's Crematorium provides a cremation service (including public health funerals) to members of the community.

The Council has appointed **Veritau** to be their Data Protection Officer. Their contact details are:

Data Protection Officer

Veritau

West Offices

Station Rise

York

North Yorkshire

YO1 6GA

Infogov.hambletonDC@veritau.co.uk // 01904 552848

What personal information do we collect?

To deliver a cremation service, we will collect the following categories of personal data:

- Name and contact information for those involved in the arrangement of a service
- Employee details from organisations involved in burial/cremation arrangements, such as stone masons, funeral directors, etc.
- Your communication preferences including your consent to be contacted regarding our memorial services.

CCTV is also in operation at the Crematorium for purposes of the prevention and detection of crime, to ensure the health and safety of those on site and assist with overall management Crematorium operations. Visual footage will be collected.

Why do we collect your personal information?

HDC-PN:12.4

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We will use the information you provide to deliver a cremation service including the administering of public health funerals.

Who do we obtain your information from?

We may collect your personal information from third parties both internal and external to the Council. Internally, we will collect your information from the following areas of the Council:

- North Yorkshire Council's Environmental Health Service (for public health funerals).

Externally to the Council, we will obtain your personal information from the following:

- Organisations involved in cremation arrangements such as funeral directors, etc.
- Other public sector organisations i.e. NHS

Who do we share this information with?

Throughout the course of providing a cremation service, we may share information with third parties who are involved in the cremation process, such as ministers and funeral directors etc. We will only share the minimum data necessary in order to provide the cremation service.

CCTV footage may be shared with other agencies such as the Police for crime prevention purposes.

How long do we keep your information for?

We are legally required to hold some types of information for certain periods of time. We set retention periods for all types of personal data and review data accordingly.

Data held	Retention period
Statutory Cremation forms	15 years after the cremation date
Cremation registers	Permanently
Personal data given in memorial leases	Period of lease & up to 60 days after end of lease renewal date
CCTV footage	31 days

What is our lawful basis for processing your information?

North Yorkshire Council relies on the following lawful basis to process your personal data:

UK GDPR Article 6 (1)(a) - the data subject has given consent to the processing of their personal data for one or more specific purposes

UK GDPR Article 6 (1)(e) – processing is necessary for completion of a task in the public interest

The legislation(s) relevant to this function are as follows:

- Cremation Act 1902
- Public Health Act 1984
- Cremation Regulations 2008

For more information about how the Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).

