

Mintlyn Crematorium

Lynn Road, Bawsey

King's Lynn, Norfolk PE32 1HB

Tel: (01553) 630533 e-mail: mintlyn@west-norfolk.gov.uk



The Borough Council of Kings Lynn & West Norfolk has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of Bereavement Services and the supply of Memorials. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Cremation Regulations 2008 and Local Authority Cemetery Order (LACO) 1977, as amended.

Your data will be used for this specific purpose and will be passed to Ministry of Justice appointed medical referees, who are based at Gayton Road Health Centre, King's Lynn who are contracted to undertake the statutory independent review and authorisation of cremation applications on behalf of the Council. It may also be shared between Council departments and other agencies where there is lawful authority to do so.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database/spreadsheet on the Council's computer system.

Your personal information will be kept for perpetuity in line with the requirements of the statutory register of burials and cremations. You can find more information about our retention policy on our website. See <https://www.west-norfolk.gov.uk/privacy>

We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You may see copies of the data held about you and ask for it to be corrected or deleted.

You can find more information about Data Protection and the Council's Data Protection Officer, on our website. See <https://www.west-norfolk.gov.uk/dataprotection>

If you are unhappy with the way your personal information is being handled you can contact the Independent Information Commissioner at <https://ico.org.uk/>

