



**AYLESBURY TOWN COUNCIL**

**Mausoleum Chamber**

**Pre-Purchase of Exclusive Rights of Burial Form**

**1. Purchaser's Details**

Note: The person(s) named below will be registered as the owner of the burial and memorial rights with the deed being made in their name(s). No memorial may be arranged and no interment may take place without the signed consent of the registered grave owner(s).

Name: .....

Address: .....

.....

.....

Postcode: .....

Telephone: .....

Email: .....

**I/We agree to abide by the cemetery regulations.**

Signed:.....Date:.....

**Please ensure you read and sign the privacy notice overleaf.**

**2. For Office Use Only**

Amount Payable: £.....Invoice No. ....Receipt No. ....

Mausoleum No. ....Grant No. ....

### 3. Privacy Notice

Aylesbury Town Council is the “controller” of the personal data you provide to us, our address is Town Hall, 5 Church Street, Aylesbury, Buckinghamshire HP20 2QP, telephone 01296 425 678.

The Data Protection Officer is Anthony Motyka, the contact details are the same as above.

We need your name and address in order to register and grant burial rights in your name. In accordance with the Local Authorities’ Cemeteries Order 1977, we are legally required to maintain a register of names and addresses of grantees. We may also need to contact you if there is an issue with the mausoleum chamber e.g. to ensure compliance with cemetery regulations or to meet health and safety legislation.

Your phone number and email address could make it easier and faster for us to contact you, however this is optional. Please tick this box if you consent to us using your phone number and/or email address in this manner:

You may withdraw this consent at any time by contacting us on the details above.

Your personal data will be processed by Aylesbury Town Council employees only for the purposes mentioned above. We will not share your personal data with a third party unless we are legally obliged to do so. Please note that, by law, the register of grantees may be inspected by any person during office hours.

We are legally required to maintain the register of grantees in perpetuity, this means your personal data will never be deleted.

You have the right to access your personal data held by us, the right to rectification of inaccurate personal data, the right to request erasure of your personal data, the right request restriction of processing, the right to receive or have your personal data sent to another controller in a portable format, and the right to object to us processing your personal data.

You have the right to lodge a complaint with the Information Commissioner’s Office by calling 0303 123 1113 or via their website [ico.org.uk](http://ico.org.uk)

**Please sign and date below to show that you have read and understood the privacy notice:**

Signed:.....Date:.....