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Banbury Town Council



Deliver To:

The Town Hall
Bridge Street
Banbury OX16 5QB
Email: info@banbury.gov.uk
Fax: 01295 250820

**NOTICE OF INTERMENT FOR
SOUTHAM ROAD CEMETERY / HARDWICK HILL CEMETERY**

THIS NOTICE is to be delivered to the Town Hall at least **48 HOURS** prior to the requested time of interment

Proposed date of burial				Time:
Full name of deceased				
Occupation of deceased (If under 18yrs, occupation of parent)				Age:
Address of deceased				Postcode:
If outside Banbury -	How long lived at this address?	Years	From:	Until:
Has deceased lived in Banbury in the last ten years?	Yes / No	Please state Banbury address:		
Place of death (including Parish)				Date of Death:
Grave required (Circle as applicable)	NEW GRAVE	PRE-PURCHASED	RE-OPEN	
	SINGLE	DOUBLE	TREBLE	
If re-open, name of last person interred				
Date of last interment				Grave Number: (If known)
Has ERB been purchased? (Circle as applicable)	YES/NO	If not, is ERB to be purchased?	YES/NO	
	COFFIN	CASKET	ASHES	
	Size: Length: ft in Width: ft in			
Signature of present holder of ERB agreeing to interment	Please indicate if ERB holder deceased			
Purchased by / transferred to	Mr/Mrs/Miss/Ms/Dr	Surname:		
First Names (in full)				
Status, e.g. Next of Kin				
Address				Postcode:

I hereby declare that the foregoing information is true to the best of my knowledge and belief, and I agree to settle any costs incurred in the provision of the services requested.

Signature of Applicant for the interment..... Date:
Funeral Director: (and Contact Name).....
Address (if outside Banbury)

OFFICE USE:	Interment Fees	Resident / Non Resident
Deed No:	Re-open / Single / Double / Treble / Ashes	
Purchased:	ERB Purchase Fee	
	Other Fees	
BURIAL NO:	Total	

Notice of Interment
Banbury Town Council – Cemeteries Privacy Notice

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Banbury Town Council is the Data Controller under the data protection law 2018 and will use the information you provide on this form to manage the administration of Banbury Cemeteries (Southam Road and Hardwick Hill).

If you include any personal details on the Notice of Interment/Pre-purchase Application Form on behalf of an organisation or group, the legal basis for processing data is your consent to do so.

The legal basis for collecting the information is based on the requirements of The Local Authorities' Cemeteries Order 1977 and your consent.

We will hold the following information for you:

Name: (The Local Authorities' Cemeteries Order 1977)
Address: (The Local Authorities' Cemeteries Order 1977)
Telephone Number: Consent
Email: Consent

The information will be held in both hard copy and electronically and will be stored in the UK in a secure environment.

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 <http://www.banbury.gov.uk/>

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.

You can contact the Town Council's Data Protection Officer at Banbury Town Council, The Town Hall, Bridge Street, Banbury, OX16 5QB, by email at info@banbury.gov.uk or by telephone on 01295 250340.

Please tick and sign below -

Yes please, I would like to receive communications by post.

Signature: _____

Date: _____