



PENWITH WOODLAND BURIAL

DATA PROTECTION REGULATIONS – PENWITH WOODLAND BURIAL LLP

Your Data

The company holds personal data relating to your Name and address/contact details and date of birth/death on the Accountancy package and burial plot data-base, along with a paper copy of your burial/cremation certificate, as is required by law, and in accordance with the national burial grounds guidelines.

Data is maintained to identify plot occupancy and in accordance with the guidelines for management of burial grounds and record keeping of the site.

Contact details are stored securely in the company offices and will not be passed on to any third parties. It is used purely for internal legal compliance and administration of company income. Emergency contact details are kept for issues which may arise relating to your plot, and which may require your intervention.

Credit card/payment information is processed using Worldpay, and only the last 4 digits are recorded for internal purposes.

Accountability and management

The management are responsible for the personal data held and used by the Company. GDPR guidelines are adhered to and followed with regards to the processing, control and storage of data. Internet security is maintained at the highest level and security is taken very seriously by the company.

Data protection awareness training is provided to all relevant staff.

Should any suspicion arise with regards to data held, the Company will report any possible data breaches involving personal data to the local authority and to the people (data subjects) involved



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New rights

Customers can request access to their personal information by prior appointment

Customers can easily update their own personal information to keep it accurate, in writing to the office.

The Company automatically deletes data that the business no longer has any use for

Customers can easily request deletion of their personal data not otherwise required for Accounting purposes nor emergency contact.

Customers can easily request that their data be delivered to themselves or a 3rd party

Consent

The Company shall ask for consent when it starts processing a person's information

Customers may withdraw consent at any time

Follow-up

The Company regularly reviews policies for changes, effectiveness, changes in handling of data and recording/ security of data