**Purchase of Exclusive Rights Privacy Notice**

When you purchase the Exclusive Right to a single or joint cemetery plot, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and to respond to your correspondence, provide information, send invoices and receipts relating to your burial plot/s. Your personal information will not be shared with any third party without your prior consent.

Due to the new General Data Protection Regulation coming into force in May 2018 we need you to provide your consent for us to continue to contact you. Please could you complete this document and either return by email to [OSL@sevenoakstown.gov.uk](mailto:OSL@sevenoakstown.gov.uk) or post to Sevenoaks Town Council, FREEPOST RTHK-RSKY-SSXS

I agree that I have read and understand Sevenoaks Town Council’s Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Sevenoaks Town Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

|  |  |
| --- | --- |
| Name |  |
| Date of birth if under 18 |  |
| Parental/Guardian Consent for any data processing activity |  |
| Address |  |
| Telephone No. |  |
| Email Address |  |
| Facebook |  |
| Twitter |  |
| Signature |  |
| Date |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Data received | Date consent received and approved for data to be held | Data received as  Phone, email, hard copy or other | Data approved to be shared with the below | Removal of consent received | Date data disposed of and method of disposal actioned |
|  |  |  |  |  |  |