

MEMORIAL BENCH APPLICATION FORM



PURCHASER NAME:	
PURCHASER CONTACT:	
ADDRESS:	
PHONE/EMAIL:	
DEDICATEE NAME:	
DEDICATION TEXT:	
SHORT DESCRIPTION OF THE DEDICATEE\$ LINKS TO DIDCOT:	

TERMS AND CONDITIONS

1. THE TOWN COUNCIL RESERVES THE RIGHT TO REFUSE ANY BENCH APPLICATION AND WILL REFUND ANY PAYMENTS MADE IF IT DOES SO.
2. THE FEE FOR THE MEMORIAL DOES NOT INCLUDE THE COST OF THE BENCH, WHICH MUST ALSO BE PAID BY THE APPLICANT
3. DIDCOT TOWN HAS FINAL SAY OVER THE STANDARD OF THE BENCH, WHICH WILL BE IN-KEEPING WITH THE AESTHETIC AND ATMOSPHERE OF THE CEMETERY.
4. THE COUNCIL IS ALSO RESPONSIBLE FOR ARRANGING THE CORRECT LOCATION OF THE MEMORIAL BENCH WITHIN THE CEMETERY GROUNDS.
5. THE COUNCIL RESERVES THE RIGHT TO REMOVE A MEMORIAL BENCH AFTER 10 YEARS OR BEFORE IF THE BENCH BECOMES UNSAFE.

I, THE UNDERSIGNED, AGREE TO ABIDE BY THE RULES FOR MEMORIAL BENCHES AS SET OUT BY DIDCOT TOWN COUNCIL.

SIGNATURE:		DATE:	
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PRIVACY NOTICE

Town Clerk
Council Offices
Didcot Civic Hall, Britwell Road
Didcot, OX11 7HN

Phone: 01235 812637
Fax: 01235 512837
E-mail: council@didcot.gov.uk
Web: www.didcot.gov.uk

PRIVACY NOTICE
Kynaston Road Cemetery



Didcot Town Council is the Data Controller under the new data protection law and will use the information you provide on this form to process your application to purchase a grave space.

The legal basis for processing this data is to enable the Council to process this contract. Our contact details for any queries is Didcot Town Council Offices, Britwell Road, Didcot, Oxfordshire, OX11 7HN

In addition to enabling the Town Council to maintain the burial records we will retain this data to contact you if required on matters relating to the management and safety of the Cemetery. If you consent to us contacting you, please tick the boxes below.

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.

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 <https://www.didcot.gov.uk/local-council-privacy-and-cookie.html>

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can change your consent at any time.

KEEPING IN TOUCH

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by post.