

Paisley Cemetery Company  
Woodside Cemetery & Crematorium

Burials and Cremations Privacy Statement

**Who we are?**

Paisley Cemetery Company is a limited company which operates Woodside Crematorium and Woodside Cemetery at 46 Broomlands Street, Paisley, PA1 2NP. We are committed to safeguarding the privacy of our service users; in this policy we explain how we will treat your personal information

**Why do we need your personal information and what we do with it?**

You are giving us your personal information to allow us to process your application for a cremation, burial, commemoration or memorialisation product(s). We also use your information to verify your identity where required, contact you by post or telephone and to maintain our records.

**Legal basis for using your information**

We provide these services to you as part of our statutory function as a burial and cremation authority. Processing your personal information is necessary for the performance of a task carried out by Paisley Cemetery Company.

If you do not provide us with the information we ask for, we will not be able to provide this service to you.

**Who do we share your information with?**

We are obliged to share certain data with other public bodies, such as Police Scotland and the Scottish Government which may include the Inspector of Crematoria, Inspector of Cemeteries and the Inspector of Funeral Directors and will do so when the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

**How long do we keep your information for?**

We only keep your information for the minimum amount of time necessary. Sometimes this time period is set out in law, but in most cases, it is based on business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can request a hard copy of this schedule from the contact address stated.

**Your rights under data protection law**

**Access to your information**

You have the right to request a copy of the personal information we hold about you.

### **Correcting your information**

We want to make sure that your personal information is accurate, complete and up to date. Therefore, you may ask us to correct any personal information about you that you believe does not meet these standards.

### **Deletion of your information**

You have the right to ask us to delete personal information about you if:

You think that we no longer need to hold the information for the purposes for which it was originally obtained

You have a genuine objection to our use of your personal information – see *Objecting to how we may use your information*

Our use of your personal information is contrary to law or our other legal obligations

### **Objecting to how we may use your information**

You have the right at any time to tell us to stop using your personal information for direct marketing purposes

### **Restricting how we may use your information**

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information.

This right may also apply if we no longer have a basis for using your personal information, but you don't want us to delete the data. Where the right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

### **Contact information and further advice**

If you have any concerns or questions about how we look after your personal information, please contact our Manager & registrar at [office@paisleycemetery.co.uk](mailto:office@paisleycemetery.co.uk) or by calling 0141 889 2260.

### **Complaints**

We aim to resolve directly all complaints about how we handle personal information but you also have the right to lodge a complaint with the Information Commissioner's Office, at [ico.org/concerns](http://ico.org/concerns) or by calling 0303 123 1113.