

**Memorial Application for a Bronze Plaque  
on Chapel Wall  
Oakham Cemetery**

Rutland County Council cannot accept liability for damage caused to any memorial at any time.

**ALL BOXES TO BE COMPLETED IN BLOCK CAPITALS PART COMPLETED FORM WILL BE RETURNED**

**All plaques to be installed by the Cemeteries Service**

<b>Memorial to (full name)</b>		
Details of memorial  Material – Bronze  Size 6 inches by 4 inches (150mm x 100mm)  compatible screw fixings to be included	Proposed inscription	Illustration

**I agree to fully comply with the Council's Cemetery Regulations as stated in Section 10 of the Rutland County Council Cemetery Regulations.**

Name of applicant (in block capitals)
Signed
Address
Date

**Meets Regulations APPROVED**

**Does not meet Regulations DECLINED**

Cheques to be made payable to Rutland County Council **Fees are not Refundable**

**For office use only**

Receipt number \_\_\_\_\_ Date of receipt \_\_\_\_\_ Fees paid £ \_\_\_\_\_

Date Plaque received \_\_\_\_\_

Installation date \_\_\_\_\_

Entered on database \_\_\_\_\_

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR) we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by phone on **01572 722577**, via email to [dataprotection@rutland.gov.uk](mailto:dataprotection@rutland.gov.uk) or by writing to us at **Data Protection, Catmose House, Oakham, Rutland. LE156HP**

Your information will be used so that we can administer burials at Oakham Cemetery and maintain accurate records of the Grant of Exclusive Right of Burial or the Reservation of a plot in Oakham Cemetery.

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

We will keep your data for 99 years. This is in accordance with current legislation.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website (<https://www.rutland.gov.uk>)

- *The right to be informed.*
- *The right of access.*
- *The right to rectification*
- *The right to erasure*
- *The right to restrict processing*
- *The right to data portability*
- *The right to object*
- *Rights related to automated decision making, including profiling*

Rutland County Council would like to contact you to provide you with information on other Council Services. If you consent to us contacting you for this purpose please tick here.

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.