



General Data Protection Regulation (GDPR) Policy

For Clyde Coast and Garnock Valley Crematorium

(Compliant with Scottish Legislation)

1. Introduction

The Hurlet Crematorium is committed to protecting the rights and freedoms of individuals with respect to the processing of personal data. This policy explains how we collect, use, store, share, and protect personal information in line with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and relevant Scottish legislation.

2. Scope

This policy applies to all staff, contractors, volunteers, and third parties who handle personal data on behalf of The Clyde Coast and Garnock Valley Crematorium. It covers personal data relating to:

- Applicants for cremation,
- Funeral directors and representatives,
- Families and next of kin,
- Employees and contractors.

3. Legal Framework

This policy is based on the following legislation and guidance:

- UK General Data Protection Regulation (UK GDPR),
- Data Protection Act 2018,
- Burial and Cremation (Scotland) Act 2016,
- Cremation (Scotland) Regulations 2019,
- Information Commissioner's Office (ICO) guidance.

4. Principles of Data Protection

We comply with the UK GDPR principles:

1. Lawfulness, fairness and transparency
2. Purpose limitation
3. Data minimisation
4. Accuracy



- 5. Storage limitation
- 6. Integrity and confidentiality
- 7. Accountability

5. Lawful Basis for Processing

We process personal data under the following legal bases:

- Article 6(1)(c) UK GDPR – legal obligation,
- Article 6(1)(e) UK GDPR – public task,
- Article 9(2)(g) UK GDPR – processing of health data under substantial public interest.

Our obligations under the Burial and Cremation (Scotland) Act 2016 and the Cremation (Scotland) Regulations 2019 require the collection and retention of specific records.

6. Types of Personal Data Collected

We may collect and process:

- Name, address, and contact details of applicants,
- Deceased person's details (name, age, date of death),
- Medical certificates and cause of death,
- Funeral arrangements and service details,
- Payment information,
- Staff records including HR and payroll data.

7. How We Use Personal Data

Personal data is processed to:

- Process cremation applications,
- Maintain statutory records (e.g., cremation register, application forms, medical certificates),
- Liaise with families, funeral directors, and applicants,
- Confirm instructions for ashes,
- Comply with inspection and regulatory requirements,
- Manage staff and employment records.

8. Data Sharing

Personal data may be shared with:

- Medical referees,
- Funeral directors and applicants,



- Local authority inspectors,
- Scottish Government inspectors,
- Police, Procurator Fiscal, or Sheriff Court where legally required.

We will never sell personal data to third parties.

9. Data Retention

We retain data only as long as necessary to fulfil statutory obligations and service requirements. Typical retention periods are detailed in the table below:

10. Data Security

We ensure personal data is protected by:

- Secure physical storage (locked cabinets, restricted access),
- Password-protected systems with role-based access,
- Encrypted digital records,
- Regular staff training on data handling,
- Confidential waste disposal and secure shredding.

11. Rights of Individuals

Under UK GDPR, individuals have the right to:

- Be informed about how their data is used,
- Access their personal data,
- Request rectification of inaccurate data,
- Request erasure (where legally permissible),
- Restrict or object to processing,
- Data portability (where applicable).

Requests will be handled within one month, free of charge, unless excessive.

12. Data Breach Procedure

In the event of a data breach:

- The Data Protection Lead will investigate immediately,
- Serious breaches will be reported to the ICO within 72 hours,
- Affected individuals will be informed where required,
- Measures will be taken to prevent recurrence.



13. Accountability and Governance

We demonstrate compliance by:

- Keeping records of processing activities,
- Conducting regular GDPR audits,
- Training staff in data protection,
- Ensuring contracts with data processors include GDPR compliance clauses.

14. Data Protection Lead

The Crematorium Manager acts as the Data Protection Lead and is responsible for compliance, reporting, and oversight of this policy.

15. Review of Policy

This policy will be reviewed annually, or sooner if legislation or operational practices change.

Approved by:

Clyde and Garnock Valley Crematorium Management
Lynsey Finnie

Data Retention Schedule

Record Type	Retention Period
Cremation Register	Permanent (statutory requirement)
Cremation application forms and statutory certificates	50 years (Cremation (Scotland) Regulations 2019)
Financial/payment records	6 years (HMRC requirement)
HR and employment records	As required by employment law