

Burial and Cremation Team, Scottish Government Privacy Notice

Our contact details

Postal address:

Burial and Cremation Team (3E)

Health Protection Division

The Scottish Government

St. Andrew's House

Edinburgh

EH1 3DG

Email address: burialandcremation@gov.scot

Phone number: 0300 244 4000 (08:30-17:00, M-F)

Blog: <https://blogs.gov.scot/funeral-industry/>

Main contact person: Paul Sorensen

What type of information we have

We (The Burial and Cremation Team) do not intend to collect personal data. However, if you register your business information with us via our MailChimp hosted form on our blog, you may incidentally supply us with personal data in the form of your first and/ or last name if it forms part of your business email address. Additionally, you may incidentally supply us with personal data in the form of your home address if this address also serves as your business address.

How we get the information and why we do we have it

We will receive your business information, which may contain the personal data noted above, from you directly, once you have submitted it via our MailChimp hosted form on our blog.

The reason we require your business information is two-fold. Firstly, we are required to communicate changes in laws and regulations to you as a member of Scotland's funeral industry. The changes affect you and you need to be given the latest information in good time to begin to prepare, or to be aware of, upcoming changes, some of which will be statutory requirements.

Secondly, we require your business information in order to plan and arrange inspections of your business, under the Burial and Cremation (Scotland) Act 2016.

The lawful basis for collecting your business information, which may contain the personal data noted above, is Public Task.

Public Task - The gathering of this data is necessary to communicate key information to the funeral industry that will affect the funeral industry, and is necessary to plan and coordinate current and future inspections. Data will not be retained for any other purpose and data will never be collected without the consent of the individual.

At this stage, the business information we require is being collected on a voluntary basis. It is likely in the future that you will be required to submit your business information, as well as other information, such as personal information. The details of this expanded collection of data has yet to be specified.

What we do with the information

We will use your business information to contact you through MailChimp when there is information relevant to you as a member of the funeral industry or interested party. Most communications will be around preparedness for, information about, or your responsibilities regarding your business or organisation and the ongoing COVID-19 pandemic. Some current and in the future most, communications will be around preparedness for an upcoming inspection regime we are developing for the funeral industry across Scotland. We may also communicate blog updates to you from time to time. All communications will always be relevant to you as a member of the funeral industry operating in Scotland or as an interested party.

MailChimp, who hosts our form, stores your information. We have 'opted-out' of all information sharing agreements via our MailChimp account. However, it is possible that some information is still shared by MailChimp to their selected partners who may be located outside of the European Economic Area (EEA), notably in the United States of America.

However, [Mailchimp have incorporated Standard Contractual Clauses \(SCC\)](#) into the overall contract a user signs when they opt to use the service. SCCs are currently recognised in the EEA and the UK as a safeguard for [international transfers](#) of data.

How we store your information

When you submit your business information to us via our MailChimp hosted form on our blog, all that information is stored in our MailChimp account. Additionally, as a back-up, we will duplicate your information on our own Scottish Government secured filing system. Only our Burial and Cremation Team will have access to your information. Information stored by the Scottish Government is subject to our standard information processing procedures.

We plan to keep your information for an initial two years from the date you submit it. At which point we will review our use of it. If we are still using it to, for example, provide COVID-19 updates or to contact you or to plan inspections, we will keep it and set another review date. If we are not still using your information for those stated purposes, we will schedule it for secure deletion as per Scottish Government standard information processing procedures.

You can, at any time, request not to receive communications from us, or request to have all information we hold on you to be securely deleted. You can do this via a link provided in any of our MailChimp emails, or via a request to burialandcremation@gov.scot

Your data protection rights

You have the right to request access to the personal data that we hold about you.

You have the right to object to the processing of your personal data.

Under the lawful basis of Public task, the processing of your business information is necessary for us to perform a task in the public interest, or for our official functions, and the task or function has a clear basis in law (in our case the Burial and Cremation (Scotland) Act 2016 and its regulations).

If you are unhappy with the way in which we have processed your personal data then you have the right to complain to a supervisory authority (such as the Information Commissioner's Office (ICO) Scotland).

How to complain

If you wish to exercise any of these rights, please contact: burialandcremation@gov.scot

Or the SG Data Protection Officer: DataProtectionOfficer@gov.scot

If your complaint remains unresolved after contacting the above, please contact the ICO Scotland:

The Information Commissioner's Office - Scotland

45 Melville Street

Edinburgh

EH3 7HL

Telephone: 0303 123 1115

Email: Scotland@ico.org.uk