



# NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7AR

Tel: 01952 814338

✉ [enquiries@newportshropshire-tc.gov.uk](mailto:enquiries@newportshropshire-tc.gov.uk)

## Plot Owner Change of details

Please sign, date and return your completed form to: Newport Town Council, The Guildhall, 1 High Street, Newport, Shropshire, TF10 7AR

Please fill in the details below in BLOCK CAPITALS.

<b>Cemetery:</b> Newport General Cemetery Audley Avenue, Newport	<b>Section of Cemetery:</b>
<b>Plot no:</b>	<b>Deed no:</b>
<b>Plot owner name:</b>	<b>Name of deceased:</b>
<b>Previous address:</b>	<b>Current address:</b>
<b>Email address:</b> (if applicable)	<b>Tel no:</b>

Signed----- Date...../...../.....  
(Plot owner)

Your details will not be passed on to any other organisation and will be held and processed in accordance with the Data Protection Act.

## Purchase of Exclusive Rights Privacy Notice

(When you purchase the Exclusive Right to a single or joint cemetery plot, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and to respond to your correspondence, provide information, send invoices and receipts relating to your burial plot/s. Your personal information will not be shared with any third party without your prior consent.)

I agree that I have read and understand Newport Town Council Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Newport Town Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Date of birth if under 18	
Parental/Guardian Consent for any data processing activity	
Address	
Telephone No.	
Email Address	
Signature	
Date	

### For office use only:

Date Data received	Date consent received and approved for data to be held	Data received as Phone, email, hard copy or other	Data approved to be shared with the below	Removal of consent received	Date data disposed of and method of disposal actioned