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| Sample privacy statement |
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# Use of the sample privacy statement

Cemetery trusts collect a range of information from bereaved parties in the course of discharging their statutory functions. Under the *Privacy and Data Protection Act 2014*, an organisation must not use or disclose personal information about an individual for a purpose other than the primary purpose of collection.

For example, if cemetery trusts collect bereaved parties contact details for the purposes of arranging an interment or cremation, they can only use those contact details for the purposes of the arrangements for that interment or cremation. They cannot then use these contact details to promote trust memorialisation goods and services unless they have obtained the explicit consent of the bereaved party to do so.

All statutory forms prescribed under the *Cemeteries and Crematoria Act 2003* that are used by cemetery trusts include an appropriate privacy statement that complies with this requirement.

A sample privacy statement that trusts may wish to include on other correspondence that they generate, to ensure compliance with this requirement, is provided below.

# Sample privacy statement

[ ]  **If you wish to receive information from us about memorialisation goods and services, please check this box**

Any personal information you provide will be treated in accordance with the principles set out in the *Privacy and Data Protection Act 2014*. You may request access to the information we hold about you and you may request its correction if necessary.

The information you provide is required to enable us to perform our functions, comply with our obligations and exercise our rights under the *Cemeteries and Crematoria Act 2003*. Except for the information you are required to submit under that legislation, you are not obliged to provide any personal information. However, should you choose not to provide this information, we may not be able to provide the services for which the information is required.

Under the *Cemeteries and Crematoria Act 2003*, we are also required to keep records containing certain information regarding interments, cremations and rights of interment. Members of the public are entitled to access those records.

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| To receive this document in another format, phone 1800 034 280, using the National Relay Service 13 36 77 if required, or email the Cemetery Sector Governance Support Unit <cemeteries@health.vic.gov.au>.Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.© State of Victoria, Australia, Department of Health, November 2021.ISBN 978-1-76096-118-3 (pdf/online/MS word)Available at [health.vic](https://www.health.vic.gov.au/cemeteries-and-crematoria/code-of-practice-relating-to-the-sale-and-supply-of-memorialisation-goods) <https://www.health.vic.gov.au/cemeteries-and-crematoria/code-of-practice-relating-to-the-sale-and-supply-of-memorialisation-goods> |