

# Purchase and Inscription of Memorial Planter Plaque



Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Telephone No \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please supply a planter plaque for a period of  10 years or  20 years with the inscription below.  
(Please tick as appropriate)

I enclose a cheque/postal order (made payable to Aberdeen City Council) for £\_\_\_\_\_.  
Alternative payment methods are available.

You will be notified of the renewal date and therefore Bereavement Services must be informed of any change of address. The Council reserve the right to vary any inscription as may be found necessary or to refuse an entry which is considered unsuitable.

Reserved lines will be charged at the time of confirming the reserved inscription.

### NOTES

Line 1: name only

Line 2: dates only in the following format – 1945 - 2016 OR 12.3.1945 - 11.10.2016

Lines 3-6: epitaph only OR

Line 3: epitaph only

Lines 4-6: reserved for future use

Please do not use the shaded boxes - these indicate where the fixing holes will be

### Inscription for Memorial Planter Plaque

Line 1																								
Line 2																								
Line 3																								
Line 4																								
Line 5																								
Line 6																								

Please return the completed form and payment to: **Bereavement Services**, Aberdeen City Council, Aberdeen Crematorium, Skene Road, Hazlehead, Aberdeen. AB15 8PT.

For further information and assistance Tel: 03000 200 292 and choose option 6 and then option 2  
[www.aberdeency.gov.uk/bereavementservices](http://www.aberdeency.gov.uk/bereavementservices)



## **How we use your information**

Aberdeen City Council collects and records information about you as part of the process of providing you with the services associated with bereavement.

The Council shares specific parts of the information you provide with the Council's Finance Section for the purpose of invoicing.

## **How long we keep your information for**

We will keep this information for five years after the date the lease period ends.

## **Your Rights**

You've got legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by emailing ✉ [DataProtectionOfficer@aberdeencity.gov.uk](mailto:DataProtectionOfficer@aberdeencity.gov.uk) or in writing 📄 to The Data Protection Officer, Marischal College Aberdeen, AB10 1AU.

More information about all of your rights is available at [www.aberdeencity.gov.uk/your-data](http://www.aberdeencity.gov.uk/your-data) or from the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk), who are responsible for making sure organisations like the Council handle your data properly and in line with the law.

## **Our legal basis**

Aberdeen City Council is the Data Controller for this information. Wherever we process personal information we have to make sure we have a basis for doing so in Data Protection Law. We understand our basis for processing your data as Article 6(1)(b) of the General Data Protection Regulation. This is because it is necessary for delivery of service under a contract.