

Purchase and Inscription of Memorial Wall Plaque



Name of Applicant _____

Address _____

Post Code _____

Telephone No _____

Email _____

Signature _____

Date _____

Please supply a granite memorial wall plaque in Balmoral Red or Bon Accord Grey

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 with a maximum of 15 letters and/or spaces

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

Lines 3-6: epitaph only with a maximum of 20 letters and/or spaces or

Line 3: epitaph only with a maximum of 20 letters and/or spaces

Lines 4-6: Reserved for future use

Please enter 'RESERVED' on lines you wish to use at a future date.

Inscription for Memorial Wall Plaque

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Line 1																X	X	X	X	X	X	X
Line 2																						
Line 3																					X	X
Line 4																					X	X
Line 5																					X	X
Line 6																					X	X

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.aberdeencity.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 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 or from the Information Commissioner's Office 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.