

# Proposed Inscription in the Babies Book of Remembrance



Name of Applicant

Address

Post Code

Telephone No

Email

Signature

Date

Please record the entry below in the Babies Book of Remembrance at Aberdeen Crematorium, Hazlehead

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

Please write clearly using BLOCK LETTERS and check all details carefully as mistakes cannot be rectified once inscribed.

Aberdeen City Council reserve the right to vary any inscription as may be found necessary or to refuse an entry which is considered unsuitable.

## NOTES

The first line is for the name only (surname followed by forename)

The year of death is normally in Line 2.

The minimum entry is 2 lines and maximum entry is 5 lines.

The maximum number of letters per line is 32 (not including spaces).

## Note - only the information in the lines below appears in the entry

Motif Required: Y / N    Description: \_\_\_\_\_    Sample attached: Y / N

Surname

Forename(s)

Line 1

Line 2

Line 3

Line 4

Line 5

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](http://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 fifteen years from the date of application.

## **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.