



Body Donation Programme funeral documentation for the attention of the next of kin

Information you need to know:

Leicester Medical School is part of the University of Leicester. Further information on the institution can be found here: <https://le.ac.uk/>. The University of Leicester is the Data Controller for your information.

The Data Protection Officer can be contacted at Information Assurance Services, University of Leicester, University Road, Leicester, LE1 7RH. Tel: 0116 229 7945.

The HTA Designated Individual for Anatomy at Leicester Medical School is: Dr Steve Jacques, Leicester Medical School, University of Leicester, University Road, Leicester, LE1 7RH. Tel: 0116 252 3047.

The Body Donation Programme Manager is Miss Michelle Lawrence, Leicester Medical School. Tel: 0116 252 3082.

This privacy notice explains how we use your personal information and your rights regarding that information.

What information are we collecting?

There are three forms which you need to fill in after a donor has been accepted onto the Body Donation Programme, and has arrived at the University of Leicester. These are the Cremation 1, Instructions Regarding Cremated Remains and HTA(A)1 forms. Data required are summarised as follows:

Cremation 1 Form

Your details as the donor's next of kin: full name, address, telephone number and e-mail address.

Personal details of the donor: full name, address, occupation at time of death, address where donor died, name and address of donor's usual doctor, name and address of doctor for donor's last illness and details of implants placed in the body.

Your wishes for the donor's ashes.

Instructions Regarding Cremated Remains

This is the same information which you recorded on the Cremation 1 form, but is required by Bretby Crematorium.

HTA(A)1 Form

Personal details of the donor: title, forename, surname, address, sex, marital status, religion, date of death and place of death. The form also includes the wishes that the donor made when they completed the Consent Form (how long they would like their body to be retained at the University of Leicester, and also whether they consented to leaving parts (after their body has been cremated) and whether images can be taken).

Your details (as next of kin) are required to let us know your wishes for the type of funeral (either a Medical School cremation or a private funeral) for the donor. If you would like a Medical School cremation, your wishes are needed as to whether you would like to attend the committal service and also your wishes for the donor's ashes. Personal details requested are: title, full name, address, telephone number, and your relationship to the donor.



Why are we collecting your data?

The Cremation 1 and 'Instructions Regarding Cremated Remains' are legal forms which are required so that a funeral can take place after the anatomical examination has finished.

How we will use this data?

The data are required so that we can record your wishes for a funeral. If you have opted for a Medical School cremation, the form will record your wishes to attend the committal service, and for the donor's ashes. These instructions are written in a ledger and kept on a secure database. This is so we can ensure your wishes are carried out when the funerals are being arranged. A physical copy of the paperwork will also be kept in a secure filing cabinet.

What is the legal basis for processing the data?

Processing is necessary for a legal obligation to which the controller is subject; The Cremation 1 and Instructions Regarding Cremated Remains forms are legal documents which are required by the funeral director and crematorium in order for a funeral to proceed.

With regard to the HTA(A)1 form our legal basis is legitimate interests.

If we are sharing your data with others who are we sharing it with?

The original Cremation 1 and Instructions Regarding Cremated Remains forms will remain at the University of Leicester until the time of the funeral. At this time, they will be given to the funeral directors so that the funeral can take place. The funeral director will give these forms to the crematorium. If you have opted for a private funeral, these documents will be given to the funeral director that you have chosen to carry out the funeral arrangements.

The HTA(A)1 form is for University of Leicester use only, and is used to record your instructions for attending the committal and memorial services. When the cremations are being arranged, the funeral directors are informed whether family will be attending the committal services, but a copy of the form is not released to them.

How long we will process your data for?

The original funeral documentation (Cremation 1 and Instructions Regarding Cremated Remains) will be kept at the Medical School for a period of 1-3 years, until the time of the funeral has arrived. Copies of these documents will be held on the database and in paper format for a period of 25 years.

What are your rights and how to enforce them?

If you record on the HTA(A)1 form that you do not wish to be notified of the committal service, the memorial service or to take possession of the donor's ashes (and request them to be scattered unwitnessed on the Garden of Remembrance), you will not be contacted by the University of Leicester or funeral directors to inform you of the cremation.

Your specific rights regarding the data we are processing are as follows:

- *You have the right to request access to your data.*
- *You have the right to request rectification of data where there is error.*
- *You have the right to restrict processing.*
- *The right to object to processing (specifically relating to the HTA(A)1 form.)*

How to complain to the Information Commissioner's Office?

The Information Commissioner can be contacted on:

Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF.

Tel: 0303 123 1113.

Email contact can be made by accessing www.ico.org.uk