

From: LGOIMA
To: Section 7(2)(a) - Protection of Privacy
Subject: RE: LGOIMA request: Burial and cremation records - ref: 2556 Monday, 9 December 2024 9:59:46 am
Date:

Kia ora [REDACTED],

We refer to your below email dated 4 December 2024. Our response is below:

1. **How are burial and cremation records generated and subsequently managed?**
2. **Who/what part of your organisation has ownership of and/or access to the information?**

In response to part 1-2. Burial requests are received through our customer service team, from families or funeral directors, who record these into MagiQ. This information is then shared with the sexton/burial contractors to arrange interment works. Customer service has access to this information but Reseves & facilities has "ownership".

3. **What information do you make available publicly? And how?**

Customers have access to Cemetery (Burials) records held by Tasman District Council through a basic search of records. This includes records for 20 regional Cemeteries (including some historic and trust cemeteries administered by Council) but not Church administered cemeteries. Below is the information that they can access:

Name Search

The screenshot shows a search interface with the following fields and controls:

- Surname:** Text input field.
- First names:** Text input field.
- Gender:** Dropdown menu.
- Cemetery:** Dropdown menu.
- Date of interment:** Two text input fields labeled "From" and "To", with a note "Use DD/MM/YYYY format".
- Section:** Text input field.
- Block:** Text input field.
- Plot number:** Text input field.
- Buttons:** A blue "Search" button and a white "Reset" button.

4. **Is there a high demand for this information in your jurisdiction?**

We don't have any information about how often this is used sorry but we do get genealogy requests for assistance to find interred descendants usually by phone or email.

5. **Have you made any changes to the way in which you provide access to this information – anything especially novel or innovative?'**

No

I hope this is helpful.

Regards,
Legal Services Officer