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<b>Service Area:</b>	Public Protection
<b>Work Area:</b>	Registration Service
<b>Contact Details:</b>	01443 863478 registrars@caerphilly.gov.uk
<b>Privacy Notice Name:</b>	Registration of Births, Deaths, Marriages & Civil Partnerships
<b>Description of Privacy Notice:</b>	This policy explains how the information we collect about you is used and your rights in relation to that information

## How we will use your information

This document explains how the information we collect about you is used and your rights in relation to that information. Our aim is not to be intrusive, and we won't ask irrelevant or unnecessary questions. The information you provide will be subject to rigorous measures and procedures to make sure it can't be seen, accessed or disclosed to anyone who shouldn't see it.

Personal information collected from you in order to register an event is required by law.

The main legislation which governs the collection of registration information is:

- The Births and Deaths Registration Act 1953
- The Marriage Act 1949
- The Civil Partnership Act 2004.

You may be legally obliged by these acts, and other pieces of legislation, to provide certain pieces of information. If you fail to provide information you are required to give us you may, amongst other things, be liable to a fine, or we may not be able to provide the service you are applying for, such as a marriage or a civil partnership.

Personal information may also be collected from you if you are make an application to this office, for example for a certificate or to correct information contained in a register entry.

The information you provide will be held and processed by registration officers for this registration district.

A copy of any register entry held at this office will be provided by this office, in accordance with the law, to any applicant, provided they supply enough information to identify the entry concerned and pay the appropriate fee.

The copy may only be issued in the form of a paper certified copy (a "certificate").

An application for a certificate may also be made to the General Register Office.

Indexes for events registered at this office are publicly available in order to help members of the public identify the registration record they might need. Indexes are available in hard copy format and electronically. The index to historical records is made available for searching online.

A copy of the information collected by a registration officer will also be sent to the Registrar General for England and Wales so that a central record of all registrations can be maintained.

Registration information held at this office may be shared with other organisations in the course of carrying out our functions, or to enable others to perform theirs.

We will only share information where there is a lawful basis to do so for the following reasons:

1. Statistical or research purposes
2. Administrative purposes by official bodies e.g. ensuring their records are up-to-date in order to provide services to the public
3. Fraud prevention or detection, immigration and passport purposes

Further information on data held by the registration service and a full list of the organisations with whom registration data is shared, the purpose and the lawful basis for sharing the data can be found at Annexe A below. Alternatively, staff at this office will be able to provide the information.

### **Telephone Calls**

We will inform you if we record or monitor any telephone calls you make to us. Calls made direct to, or from, the council's Contact Centre may be recorded and kept for a minimum of 1 year to a maximum of 2 years from the date of the call. If the call is transferred to a member of staff in the Register Office, the recording stops. Calls may be recorded if telephoning direct to other service teams on alternative numbers

### **Financial details**

We do not record any financial card details if you make payments by telephone. We retain the merchant copy receipt for 7 months after the payment has been made.

### **Emails**

If you email us we may keep a record of your contact, your email address and the email for our record keeping of the transaction. For security reasons, we will not include any confidential information about you in any email we send to you, unless you consent to this

We suggest that you keep the amount of confidential information you send to us via email to a minimum and use our secure online forms and services.

### **Other services**

We also offer non-statutory services as follows:

- Naming Ceremonies
- Re-affirmation of Vows Ceremonies
- European Passport Return Service

The information you provide for these services will be subject to the same rigorous measures and procedures as the registration service information we gather to make sure it can't be seen, accessed or disclosed to anyone who shouldn't see it.

We use names and contact details to make appointments for these services.

For Naming and Re-affirmation ceremonies we retain a record of the occasion that includes names and date and place of the event.

This information is only retained for audit purposes and data or information is not shared

For EPRS we use names and contact details for the appointment.

The customer will have completed an online form prescribed by the Home Office. We simply check and send supporting documents provided by the customer, including photocopying and certifying the passport before handing it back to the customer.

We then send all details as required by legislation to the Home Office.

No data or information is retained by the registration service or local authority

## **Electronic appointment and ceremony booking system**

We use an online booking system for the recording of Births, Deaths, Marriages and Citizenship appointments and for marriage, civil partnership and naming and re-affirmation ceremonies and EPRS.

Data is retained for the fulfilment of the appointment. Appointment and ceremony bookings are made in advance and are finished after the booking has been fulfilled. After which, data is only used for statistical purposes and to refer back to if required

The nature of the processing is collection of the data through online forms completed by customers (members of the public), forms completed by call centre operatives on behalf of a customer and under their instruction or by a member of the registration service staff under the customer's instruction.

The purpose of the processing is to enable the service to schedule the appropriate appointment or ceremony.

The type of data we may process in the system:

- Names,
- Dates of birth,
- Dates of death,
- Dates of ceremonies,
- Addresses, Email addresses and telephone numbers,
- Marital status,
- Disabilities,
- Nationality,
- Informants' names

Members of the public are data subjects

Data is archived and removed according to the Registration Service Retention Policy.

## **Electronic Display of Marriage and Civil Partnership Notices**

We use a digital display of marriage and civil partnership notices.

Data is held for the duration of the notice period. Currently that is 28 days for marriage or civil partnerships

The nature of the processing is collection of the data through notice of marriage and civil partnership appointments. The purpose of the processing is to enable the service to display the notices as required by law.

The type of data we may process in the system:

Names

Dates of birth

Date of ceremony (not on public display)

Sex

Marital status

Occupation

Place of residence (not on public display in a civil partnership notice)

Period of residence within the district

Location of ceremony

Nationality

Parties to be married or form a civil partnership are the data subjects.

Data is archived and removed according to the Registration Service Retention Policy.

## **Your Rights (Including Complaints Procedure)**

You have the right to request access to the personal information we hold about you, to be informed about the collection and use of your personal information, for incorrect information to be corrected (where the law permits) and to request us to restrict the processing of your personal information. In certain circumstances you have the right to object to the processing of your personal information. Your information will not be subjected to automated decision-making.

If you have any questions or concerns about the collection, use or disclosure of your personal information, please contact the Superintendent Registrar.

If you are unhappy with the way that Caerphilly Registration Service has handled your request or information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

Please follow this link for further information on the complaints process.

[www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints](http://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints)

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Details on how you can do this can be found at:

<https://ico.org.uk/>

## **How long will we retain your information?**

### **Details of retention periods**

We will not keep your information longer than it is needed or where the law states how long this should be kept. We will dispose of paper records or delete any electronic personal information in a secure way according to a defined Retention Policy. How long Caerphilly Registration Service retains information is determined through statutory requirements or best practice.

- Registration information is retained indefinitely as required by law.
- Information contained in certificate applications is retained for 2 years
- Information contained in notices of marriage or civil partnership is retained for 5 years
- Personal details recorded in general appointment schedules are deleted 1 year after the appointment
- Personal details recorded for the purposes of ceremony bookings are deleted 1 year after the ceremony took place or was due to take place

### **Identity of Data Controller and Data Protection Officer**

The Superintendent Registrar is a data controller for birth, marriage and death registrations and the local authority is a data controller for civil partnership registrations.

Please contact Della Leigh Mahony, Superintendent Registrar, The Register Office, Penallta House, Tredomen Park, Ystrad Mynach CF82 7PG.

Tel: 01443 863478

[mahond@caerphilly.gov.uk](mailto:mahond@caerphilly.gov.uk) or [registrars@caerphilly.gov.uk](mailto:registrars@caerphilly.gov.uk)

The Registrar General for England and Wales is a joint data controller for birth, marriage, death and civil partnership registrations and can be contacted at:

The General Register Office, Trafalgar Road, Southport, PR8 2HH.

## ANNEXE A

### Details of main users of your information

#### List of processing activities for registrars, superintendent registrars and registration authorities

##### 1. Collection of data

DATA PROVIDER	PURPOSE	INFORMATION	PERSONAL INFORMATION	STATUTORY BASIS	LAWFUL BASIS (under Article 6 GDPR)
*Qualified informant	To complete a birth registration (including still birth)	Registration district and sub district of birth Entry number, date and place of birth Name and surname Sex Name, surname and occupation of father (if recorded) Name, surname and occupation of mother Usual address Name, surname and usual address of the informant (if not the mother or father) Date of registration Name of registrar	Yes	S1 Births and Deaths Registration Act 1953  Regulation 7 Registration of Births and Deaths Regulations 1987	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
*Qualified informant	Statistical purposes	Age of mother  Age of father or parent (if registered)  No. of previous children  Date of marriage or civil partnership of parents (if appropriate)  Whether the mother had any marriage or civil partnership before that date	Yes, as linked to the birth registration	S1 Population Statistics Act 1938	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
*Qualified informant	Statistical purposes	Industry of employment and employment status	Yes, as linked to the birth registration	No provision (collected voluntarily)	6 (e) public task  The right to have personal data erased does not apply
*Qualified informant	To complete a death registration	Registration district and sub district of death Entry number, date and place of death Name, surname, maiden name (if applicable) Sex	Yes, in relation to informant's details	S15 Births and Deaths Registration Act 1953	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased

		Occupation and usual address of the deceased Date and place of birth of the deceased Name, surname and usual address of the informant Cause of death Date of registration Name of the registrar			do not apply
*Qualified informant	Statistical purposes	Condition of deceased (i.e. single, married etc.)  Age of surviving spouse or civil partner (if any)	Yes, as linked to death registration which contains the informant's details	S1 Population Statistics Act 1938	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
*Qualified informant	Statistical purposes	Length of stay in a communal establishment  Industry of employment and employment status of the deceased	Yes, as linked to death registration which contains the informant's details	No provision (collected voluntarily)	6 (e) public task  The right to have personal data erased does not apply
Doctor certifying a death via a Qualified informant*	To complete a death registration and statistical purposes	Name and age of deceased  Cause of death  Interval between onset of disease and death  Place of death and if in a hospital, the name of the consultant  Date last seen alive  Whether seen or not seen after death  Whether referred to the coroner and by whom  Whether additional medical details sought  Signature of certifying doctor, residence and qualification	Yes	S22 Births and Deaths Registration Act 1953	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Coroner	To complete a death registration	Information required to complete a death registration and coroner's name. May include informant's details	Yes	S23 Births and Deaths Registration Act 1953	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Party to a marriage	Marriage notice	Name and surname  Date of birth	Yes	S27 Marriage Act 1949  Regulation 4 Registration of Marriage Regulations	6 (c) legal obligation

		Sex Condition Occupation Address Period of residence Place of marriage Nationality		2015	The rights to object to processing of personal data or have personal data erased do not apply
Party to a marriage	Marriage registration	District of marriage Place of marriage Entry number Date of marriage Name and surname of parties to the marriage Age, condition, rank or profession Residence at the time of the marriage Name, surname and rank or profession of each party's father Signatures of both parties and their witnesses Name of the person(s) who conducted, and registered the marriage	Yes	S53 Marriage Act 1949  Regulation 12 Registration of Marriage Regulations 2015	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Party to a civil partnership	Civil partnership notice	Name and surname  Date of birth  Sex  Condition  Occupation  Address  Period of residence  Place of formation of civil partnership  Nationality	Yes	S8 Civil Partnership Act 2004  Regulation 3 Civil Partnership (Registration Provisions) Regulations 2005	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Party to a civil partnership	Civil partnership register	Registration Authority where the civil partnership was registered Date and place of civil partnership registration Name and surname of civil partners Date of birth, sex, condition and occupation of the civil partners Residence at the time of the civil partnership registration Father's name, surname and occupation of each civil partner Mother's name, surname and occupation of each civil	Yes	S2 Civil Partnership Act 2004  Regulation 11 Civil Partnership (Registration Provisions) Regulations 2005	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply



		partner Signatures of civil partners Name and surname of witnesses Signature of civil partnership registrar			
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## 2. Sharing of registration information

Civil Registration services					
RECIPIENT	PURPOSE	INFORMATION	PERSONAL INFORMATION	STATUTORY PROVISION	LAWFUL BASIS (Under Article 6 GDPR)
Applicant for a certificate	To obtain a certified copy of a birth, death, marriage or civil partnership entry	Where the applicant can identify the relevant entry and pay the fee, all the information contained in a birth, death or marriage entry; name, surname and date of birth for a short certificate; full details from a civil partnership entry where the applicant can provide the address of the civil partners; all information excluding address of the civil partners where the applicant cannot provide it.	Yes	S31 and S33 Births and Deaths Registration Act 1953  S64 Marriage Act  Regulation 15 Civil partnership (Registration provisions) Regulations 2005	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Superintendent registrar	To certify registration records	Quarterly returns of births (including still- births) and death registrations from registrars	Yes	S26 Births and Deaths Registration Act 1953	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	To certify registration records	Quarterly returns of marriage registrations from everyone required to register marriages	Yes	S57 Marriage Act 1949	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Registrar General	To compile and maintain a central record of registration events	Certified copies of birth (including still births) and death registrations from superintendent registrars	Yes	S27 Births and Deaths Registration Act 1953	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply

	To support UK Statistics Authority requirement to produce statistical information	Birth, still-birth and death confidential particulars to be collected by the RG	Yes	S2 Population (Statistics) Act 1938	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	To support UK Statistics Authority requirement to produce statistical information	Birth, still-birth and death voluntary particulars	Yes	No provision (collected voluntarily)	6 (e) public task  The right to have personal data erased does not apply
	To support UK Statistics Authority requirement to produce statistical information	Medical Certificate of Cause of Death additional information	Yes	Regulation 11 The Registration of Births Deaths and Marriages Regulations 1968	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	To compile and maintain a central record of registration events	Certified copies of marriage registrations from superintendent registrars	Yes	S58 Marriage Act 1949	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	To report an offence or suspicion of an offence	Forged documents	Yes	Regulation 72(1)(b) of the Registration of Births and Deaths Regulations 1987 (births and deaths)  Regulation 23(1) of the Registration of Marriage Regulations 2015 (marriages)  Regulation 18 of the Civil Partnership (Registration Provisions) Regulations 2005 (civil partnerships)	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	Crime fighting purposes	Suspicious applications for birth certificates, benefit fraud, fraudulent documents etc.	Yes	Schedule 6 Immigration Act 2014	6 (e) public task  The right to have personal data erased does not apply
<b>Other Government Departments</b>					

Department for Work and Pensions	In relation to its functions under the Contribution and Benefits Act and the Social Security Administration Act 1992	Death registration extracts via Tell Us Once  Via BD8 form	No  No	S125 Social Security Administration Act 1992  The Social Security (Notification of Deaths) Regulations 2012  Provision under review	Not applicable as not personal information  Not applicable as not personal information
	To support the Tell us Once birth service	Birth information from registrations and declarations	Yes	S19A Registration Service Act 1953	6 (e) public task  The right to have personal data erased does not apply
Department of Health and Social Care	To assist the delivery of those functions exercisable by the organisation in relation to the health service	Death registrations due to vaccination (form 111)	Yes, as contain informant's details	Provision under review	6 (e) public task  The right to have personal data erased does not apply
Home Office (United Kingdom Visas and Immigration/Immigration and Enforcement)	HO Immigration enforcement action	Information held by the registration officer in relation to sham marriages	Yes	S24 Immigration and Asylum Act 1999  The Reporting of Suspicious Marriages and Registration of Marriages (Miscellaneous Amendments) Regulations	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	HO Immigration enforcement action	Information held by the registration officer  (S24A Sham CP)	Yes	S24A Immigration and Asylum Act 1999  The Reporting of Suspicious Civil Partnerships Regulations 2005	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	HO Immigration enforcement action	Information held by the registration officer  (where registration officer suspects immigration offences e.g. overstayers, working illegally)	Yes	Schedule 6 Immigration Act 2014	6 (e) public task  The right to have personal data erased does not apply

	HO Immigration enforcement action	Information held by the registration officer where request received	Yes	Schedule 6 Immigration Act 2014	6 (e) public task  The right to have personal data erased does not apply
	HO Immigration enforcement action (Secretary of State)	Supply nationality documents where it is suspected that an individual may be liable to removal from the United Kingdom and the document may facilitate the removal.	Yes	Section 20A Immigration and Asylum Act 1999	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
<b>Local Authorities</b>					
Education department	For those education functions the LA is required to deliver	Birth and Death registrations	Yes	S564(3) Education Act 1996	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Council Tax Billing Authorities	For those functions set out in part 1 of the Government Finance Act 1992	Name and surname, date of death and usual address of deaths of over 18s	No	Para 13 Sch 2 Local Government Finance Act 1992 Reg 5 Council Tax (Administration and Enforcement) Regulations 1992	Not applicable as not personal data
Electoral Registration Officers	To maintain an accurate list of those entitled to be registered on the electoral register and qualifying addresses	Inspection, with authorisation to make copies, of records kept (in whatever form). Relates to marriages and deaths.	Yes	S53(3) Representation of the People Act 1983  Reg 35 Representation of the People (England and Wales) Regulations 2001	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Local Safeguarding Children Board	Functions as set out in s1(1) of the Children and Young Person Act 2008	Death registrations of under 18s	Yes, as contain informant's details	S31 Children and Young Persons Act 2008	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Fraud department	Crime fighting purposes	Offences relating to council tax benefit or housing benefit	Yes	Schedule 6 Immigration Act 2014	6 (e) public task  The right to have personal data erased does not apply

Safeguarding Team	Child and adult protection	Suspected maltreatment of an adult or child	Yes	Schedule 6 Immigration Act 2014	6 (e) public task  The right to have personal data erased does not apply
<b>Others</b>					
Coroner	Investigations	Deaths falling into those categories set out in regulation 41 of Registration of Births and Deaths regulations 1987	Yes, as contain informant's details	Births and Deaths Registration Act 1953	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
National Health Service Commissioning Board, Clinical Commissioning Groups, local authorities (England)	To assist the delivery of those functions exercisable by the organisation in relation to the health service	Birth (including still birth) and Death registrations	Yes	S269(2) National Health Service Act 2006	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
National Health Service Local Health Boards (Wales)	To assist the Local Health Boards in the performance of their functions in relation to the health service	Birth and Death registrations	Yes	S200(2) National Health Service (Wales) Act 2006	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Public pension payers	To assist government departments in the administration of pensions	Death registrations of public service pensioners (form 111)	Yes, as contain informant details	Provision under review	6 (e) public task  The right to have personal data erased does not apply
General Pharmaceutical Council	Removal of names from the register	Death notifications (form 111) of registered pharmacists and registered pharmacy technicians	Yes, as contain informant's details	Pharmacy Order 2010	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Law Society	Removal of names from the register	Death certificates of solicitors	Yes, as contain informant's details	Provision under review	6 (e) public task  The right to have personal data erased does not apply

General Optical Council	Removal of names from the register	Death certificates of opticians	Yes, as contain informant's details	S10(2) Opticians Act 1989	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
District Medical Officer (England). Chief Administrative Medical Officer (Wales)	Removal of names from the register	Death certificates of midwives	Yes, as contain informant's details	Provision under review	6 (e) public task  The right to have personal data erased does not apply
General Medical Council	Removal of names from the register	Death registrations of registered medical practitioners (form 111)	Yes, as contain informant's details	S30(6) Medical Act 1983	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
General Dental Council	Removal of names from the register	Death registrations of dentists (form 111)	Yes, as contain informant's details	S23(1) Dentists Act 1984	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Royal College of Veterinary Surgeons	Removal of names from the register	Death registrations of veterinary surgeons (form 111)	Yes, as contain informant's details	S13(1) Veterinary Surgeons Act 1966	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply

\*A qualified informant is a person permitted in law to register a birth, death or still-birth