Privacy Notice

This policy explains how the information we collect about you is used and your rights in relation to that information.

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 and the Civil Partnership Act 2004. You may be legally by obliged 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.

The Superintendent Registrar is a data controller for Birth, Marriage and Death Registrations and can be contacted at The Register Office, Bedwellty House, Morgan Street Tredegar Blaenau Gwent NP22 3XN **elaine.williams@blaenau-gwent.gov.uk**

The local authority is a data controller for civil partnership registrations and can be contacted at Municipal Offices, Civic Centre, Ebbw Vale, Blaenau Gwent NP23 6XB

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.

The Data Protection Officer & Governance Officer is Paul Amos and can be contacted at Municipal Offices Civic Centre Ebbw Vale Blaenau Gwent NP23 6XB **paul.amos@blaenau-gwent.gov.uk**

A copy of any register entry 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 for a prescribed search fee via personal request.

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 Blaenau Gwent Registration Service – **How we share your personal data**. Alternatively, staff at this office will be able to provide the information. (Annex A) (link to Annex A)

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.

Registration information is retained indefinitely as required by law.

A full list of Minimum period of preservation of official documents can be found on the Registrars Section of Blaenau Gwent Website under – How long can we retain your data – (Add Appendix 12 link)

General Disposal Guidelines for **Local Authorities Records Management** are listed below:

Function description	Examples of Records and Notes (Registrars) of Births Deaths and Marriages Registration	Retention Action (Permanent)	Marriage Ceremony	Notices
Process of the summary registration of a birth, death or marriage	Process of certification of the registration of a birth, death or marriage Destroy **7** years after last action • Birth certificate • Death certificate • Marriage certificate	Transfer to Place of Deposit after administrative use is concluded; - • Death Register • Birth Register • Marriage Register	Process of conducting a marriage ceremony Destroy **3** years after last action	Process of notification in relation to marriage Destroy **2** years after last action • Wedding banns • Notice of marriage

Stakeholder contact information: Coroner / Hospital / GP surgery / midwife / Funeral Director / Clergy / Authorised Person – used for the registration of Birth, Death and Marriage events / Quarterly Copy Processes - Updated Annually and deleted accordingly.

Post Book – A logging system of internal and external mail - 2 Years

Lost or Missing Certificate in post log – 2 Years

Staff file –Used to record sickness absence, time in lieu / driver info – Updated annually, deleted accordingly.

Accident book – Used to record accidents information which occur within the service area – 2 Years after incident reported.
If you have any questions or concerns about the collection, use or disclosure of your personal information please contact The Data Protection & Governance Officer Mr Paul Amos at Municipal Buildings, Civic Centre, Ebbw Vale ,Blaenau Gwent NP23 6XB.

You have the right to complain to the Information Commissioner's Office about the way we are handling your personal information. Details on how you can do this can be found at https://ico.org.uk/.