

GDPR – Privacy Notice



Short Privacy Notice:

North Lincolnshire Registration Service collects and processes your personal data for registration purposes. We will process your personal data in accordance with the General Data Protection Regulation and other relevant legislation, and not disclose your personal data to any other third party, unless allowed or required to do so under the General Data Protection Regulation or other relevant legislation. For further details about the processing of your personal data please see the [Full Privacy Notice](#) our [Data Protection and Privacy](#) web page.

Full Privacy Notice:

This Privacy Notice tells you what to expect when North Lincolnshire Council Electoral Registration Service collects and uses your personal data for Electoral Registration in accordance with the General Data Protection Regulation and other relevant legislation.

| | Complete the following fields: |
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| Data Controller | Superintendent Registrar |
| Contact details: | North Lincolnshire Registration Service Civic Centre Ashby Road Scunthorpe DN16 1AB |
| Purpose for processing your personal data | To deliver statutory Registration Service activities, including: <ol style="list-style-type: none">1. Registration of births, deaths, stillbirths and marriages.2. Attestation of notices of marriage/civil partnership3. Citizenship ceremonies4. Issue certified copies of register entries (certificates) We also carry out some non-statutory functions including: <ol style="list-style-type: none">1. Naming ceremonies2. Renewal of Vows ceremonies3. Name change deeds |

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| Will we use your personal information for other purposes? | We will not process your personal data for any other purpose than that for which it was collected, without first providing you with information on that other purpose and seeking your consent if applicable; except were we are required to disclose your personal data in accordance with legislation for example in relation to the prevention and detection of crime, counter terrorism, safeguarding, legal proceedings or to protect interests of you or another. |
| The Organisations acting on our behalf to process your personal data | None |
| The fair and lawful basis for processing your personal data | <p>Processing basis 1: The main basis for the processing of personal data is that it is necessary in order to meet our legal duties (Article 6(1)(c) compliance with a legal obligation).</p> <p>The laws which allow us to collect registration information are:</p> <ul style="list-style-type: none"> • The Births and Deaths Registration Act 1953; • The Marriage Act 1949; • The Civil Partnership Act 2004; • Population (Statistics) Act 1938; • The Registration of Births Deaths and Marriages Regulations 1968; • The Registration of Births and Deaths Regulations 1986; • The Registration of Births and Deaths Regulations 1987; • the Civil Partnership (Registration Provisions) Regulations 2005; • The Immigration Act 2014; • The Social Security (Notification of Deaths) Regulations 2012; • Social Security Administration Act 1992; • Welfare Reform Act; • The Reporting of Suspicious Marriages and Registration of Marriages (Miscellaneous Amendments) Regulations 2000; • Education Act 1996; • Council Tax (Administration and Enforcement) Regulations 1992; • Local Government Finance Act 1992; • Representation of the People (England and Wales) Regulations 2001; • Representation of the People Act 1983; • Children and Young Persons Act 2008, and • National Health Service Act 2006. |

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| | <p>Processing basis 2: Processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6.1 e)</p> <p>Processing basis 3: The data subject has given consent to the processing of his or her personal data for one or more specific purposes (Article 6(1)(a)). This processing basis applies for the voluntary statistical information asked for at registration</p> <p>Special categories of personal data: processed on the basis of it is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject (Article 9 2 g). This may be relevant if you need to notify us of illness or access issues.</p> |
| <p>Are you required to provide the Council with your personal data</p> | <p>You are required by law to provide the minimum personal data necessary for us to register births, deaths, stillbirths and marriages and to attest marriage/civil partnership notices.</p> <p>We also collect some personal details used for making appointments to register events or to book ceremonies. These may include:</p> <ul style="list-style-type: none"> • Personal details-name, title, date of birth, gender. These allow us to contact you and are retained until after the appointment or ceremony and then destroyed; • Contact data-address, email address, telephone numbers. These allow us to contact you and are retained until after the appointment or ceremony and then destroyed; • Image data if we are taking photographs during an event and you have given us formal consent to use these images, they may be displayed on our website or facebook page, and • Payment card details-these are destroyed once the payment has been approved. |
| <p>Does the processing involve automated decision-making, including profiling?</p> | <p>No</p> |
| <p>Can you withdraw your consent for processing?</p> | <p>Yes, where personal information is being processed on the basis of consent. However, you have a statutory duty to provide information for registrations of births, deaths, stillbirths and marriages and for the attestation of marriage/civil partnership notices. You are unable to refuse to give the information or withdraw it.</p> |

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| | <p>As part of the registration process you will be asked for your consent to provide voluntary statistical information. This is used by the Office for National Statistics (ONS). If you later wish to withdraw consent for this, you must contact ONS directly.</p> |
| <p>Who we will share your personal data with</p> | <p>A copy of any register entry will be provided to any applicant, provided that 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 be made to either the Local Register Office or to the GRO.</p> <p>Additionally, confidential information for statistical purposes which you are required by law to give to the local registration officer, and other information provided voluntarily, will be passed to ONS for the preparation and supply of statistics.</p> <p>As well as providing certificates, local registration officers and the GRO may make registration information available to other organisations, for the following purposes:</p> <ul style="list-style-type: none"> • Statistical or research purposes; • Administrative purposes by official bodies e.g. ensuring their records are up-to-date, and • Fraud prevention or detection, immigration and passport purposes. <p>For further information on data held by the Registrar General visit: https://www.gov.uk/government/publications/ips-privacy-policy Staff at this local registration office will be able to provide further information on data held by the registration service.</p> |
| <p>Transfers of personal data to a third country</p> | <p>Not routinely disclosed or transferred to recipients outside of the UK.</p> |
| <p>How long we will retain your personal data for</p> | <p>Your personal data is retained in accordance with our legal obligations, which are set out in our retention schedule.</p> |
| <p>What are my rights in relation to my personal data?</p> | <p>You have the right to be informed about the collection and use of your personal data and to access some personal data we hold about you; to request we rectify or erase your personal data; to object to or restrict processing in certain circumstances; and a right of data portability in certain circumstances.</p> <p>The Freedom of Information Act 2000 (FOI) does not, however, cover information held by registration officers. This is because:</p> |

- The FOI Act only applies to information held by "public authorities";
- "Public authorities" under the FOI includes local authorities, the Registrar General but not registration officers;
- Registration officers carry out duties such as the registration of marriages under obligations placed upon them in registration law (the Marriage Act 1949). The duty is not placed on the local authority, or on the Registrar General, but on them as individuals;
- Information collected by registration officers in pursuance of these statutory duties is not held by the local authority, but by registration officers. It is not therefore subject to disclosure under the provisions of the FOI Act (as registration officers are not covered by the provisions of the FOI act – as detailed above), and
- The fact that registration officers are local authority employees does not affect the position under which they still carry out those particular functions.

'Registration officers and anyone who acts on their behalf in carrying out statutory registration duties are outside the provisions of the Freedom of Information Act 2000. Superintendent registrars and registrars are not a public authority as defined in the Act and, therefore, are not subject to its provisions. Data held by them - including information held in birth / death / marriage registers [delete as appropriate] - is thus not subject to disclosure under the FOI Act'.

Personal contact information and civil partnership information held locally does fall within the remit of an FOI request because the statutory responsibility for holding the data lies with the local authority and not with an individual post holder. Data concerning the approval of premises for marriage/civil partnership also falls within the remit of the FOI as it is a local authority responsibility.

Any data held/published as management information (e.g. number of weddings carried out in the financial year) is likely to be within the scope of the FOI since it could be argued that this information is held by the local authority as well as the registration officer.

In all cases in which information is held by the local authority, exemptions to the FOI Act may apply and these should be considered by the authority in the usual way.

More information on your rights can be found on our website

<http://www.northlincs.gov.uk/your-council/information-and-performance/information-governance/dataprotection/>

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| <p>Who can I complain to?</p> | <p>If you are dissatisfied with how we have processed your personal data you can contact the Registration Service Data Controller.</p> <p>If you wish to make a complaint, you can contact the council's Data Protection Officer to request an Internal Review (Information Complaint).</p> <p>If you are dissatisfied with the outcome of the internal review, you have the right to appeal directly to the Information Commissioner for an independent review. https://ico.org.uk/concerns/</p> |
| <p>Contact details for our Data Controller and Data Protection Office</p> | <p>Registration Service Data Controller Alison Prestwood Email: Ali.prestwood@northlincs.gov.uk Telephone: 01724 298555 Post: North Lincolnshire Register Office, Civic Centre, Ashby Road, Scunthorpe DN16 1AB</p> <p>Data Protection Officer- Phillipa Thornley Email: customerervice@northlincs.gov.uk Telephone: 01724 297000 Post: North Lincolnshire Council, Hewson House, Brigg, North Lincolnshire, DN20 8XB</p> |