

**Registrars Service Privacy Notice**

This Privacy Notice explains how the personal data we collect about you is used and your rights in relation to that information.

**Purpose and lawful basis of processing your personal data**

Personal information is collected from you in order to register an event that 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 obliged by these acts, and other pieces of legislation, to provide certain pieces of information.

If you fail to provide the personal information you are required to give us you may, amongst other things:

* be liable to a fine; and/ or
* we may not be able to provide the service you are applying for, such as a marriage or a civil partnership.

We may also collect your personal information when you 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. We carefully protect your data from loss, misuse, unauthorised access or disclosure, alteration, or destruction. We also ensure that appropriate technical and organisational measures are in place to protect your data.

The superintendent registrar is a data controller for birth, marriage and death registrations and can be contacted at Islington Register Office Town Hall Upper Street N1 2UD.

The local authority is a data controller for civil partnership registrations and can be contacted at Registration Services, Town Hall, Upper Street, London, N1 2UD.

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 is Leila Ridley. She can be contacted on DP@islington.gov.uk

**Who we share your personal data with**

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 in paper format.

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 also share your personal 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 the personal data held, and the categories of personal data, by the registration service as well as 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 [include a link to Annex A if the notice is displayed on the website]. Alternatively, staff at this office will be able to provide the information.

**Your rights**

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/erasure of your personal information.

Your personal information will not be subjected to automated decision-making.

**How long we keep your personal data**

Registration information is retained indefinitely as required by law. Retention periods for other personal information will be no longer than six years.

Any other personal information will only be kept for as long as we need to in order to fulfil the purpose(s) for which it was collected and then it will be deleted in line with our retention schedule

**Complaints process**

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/

**Further information**

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

Registration Services,

Town Hall,

Upper Street,

London, N1 2UD

Email: Besserat.Atsebaha@islington.gov.uk