

## **PN020 - PRIVACY NOTICE**

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR) effective from the 25th May 2018.

<b>TCBC Service Area:</b>	Chief Executives
<b>Work area:</b>	Registrars
<b>Contact Details:</b>	Chantell Hatherall
<b>Privacy Notice Name:</b>	Privacy Notice – Registrars Service

The Superintendent Registrar is the data controller for Birth, Marriage and Death Registrations and can be contacted at [registrars@torfaen.gov.uk](mailto:registrars@torfaen.gov.uk).

The Local Authority is the data controller for Civil Partnership Registrations and can be contacted at [registrars@torfaen.gov.uk](mailto:registrars@torfaen.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**

The Data Protection & Information Governance Officer can be contacted at [dpa@torfaen.gov.uk](mailto:dpa@torfaen.gov.uk)

- 1) **Have we sourced your personal data, directly from you?**  
Information may have come from you, another individual or an external agency.
- 2) **What information does the Council collect about you?**  
The Council collects and processes a range of information about you. This includes: Name  
Address  
Date of Birth  
Nationality  
Marital Status  
Financial Information
- 3) **The Council may collect this information in a variety of ways:**
  - **Application Forms**
  - **Via a third Party**
  - **Computer Based Application**

**We will store your data:**

**In secure paper filing systems and on the RON, RSS software systems.** All information is stored in accordance with Torfaen's security Policy and Procedures and for third Parties is detailed in our contract documentation and is monitored through our contract compliance process.

#### **4) Why does the Council process your personal data?**

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 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.

#### **5) Special categories of personal data:**

No

#### **6) Who has access to your data?**

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 upon 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.

### **The Council shares your data with third parties because**

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 [.How we process your personal data.docx](#) Alternatively, staff at this office will be able to provide the information.

### **Is the Data transferred out of the EEA?**

No

#### **7) How does the Council protect data?**

The Council has internal policies in place to ensure the security of the data it processes is not lost, accidentally destroyed, misused or disclosed. Furthermore data is not accessed by employees except in the performance of their duties.

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions. These third parties are also under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.

#### **8) How long does the Council keep your data?**

Registration information is retained indefinitely as required by law. Other personal information held by us will be retained in line with corporate retention policies.

#### **9) Are we making automated decisions/profiling with your data? No**

### **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 of your personal information.

If you would like to exercise any of these rights, please contact: Chantell Hatherall, Superintendent Registrar Email: [Chantell.Hatherall@Torfaen.gov.uk](mailto:Chantell.Hatherall@Torfaen.gov.uk)

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<b>Document Author:</b>	<b>Chantell Hatherall</b>		
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## REVISION HISTORY

<b>Issue Date</b>	<b>Version / Status</b>	<b>Reason for Change</b>	<b>Changed By:</b>
April 2018	1.0 Live	Form created to achieve GDPR Compliance	Sue Bullock
May 2019	2.0 Live	Reviewed – no changes	Chantell Hatherall

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