

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 legally be obliged through 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 civil partnership.

Personal information may also be collected from you if 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.

The superintendent registrar is a data controller for birth, marriage and death registrations. The local authority is a data controller for civil partnership registrations.

They can be contacted at peterboroughregisteroffice@peterborough.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: General Register Office, Trafalgar Road, Southport, PR8 2HH.

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.

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 on the 'List of Processing Activities' available on our website at www.peterborough.gov.uk/data
Alternatively, staff at the Register Office will be able to provide the information.

How long do we keep hold of information for?

Registration information is retained indefinitely as required by law.

Your Rights

You have rights under Data Protection and these are as detailed in the corporate notice and can be accessed at www.peterborough.gov.uk/council/council-data/data-protection-rights-information/

Complaints

If you are unhappy about how your information has been collected, used or stored then you can complain to The Data Protection Officer for Peterborough City Council:

Ben Stevenson
Peterborough City Council
Town Hall, Bridge Street
Peterborough
PE1 1HG
dataprotection@peterborough.gov.uk

The Information Commissioner's Office is the UK's independent body set up to uphold information rights. Their role is to uphold information rights in the public interest and can be contacted at:

The Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF
Tel: 01625 545700 <http://www.ico.org.uk>

If you have questions about the collection, use or disclosure of your personal information please contact peterboroughregisteroffice@peterborough.gov.uk

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/>