



**WOKINGHAM  
BOROUGH COUNCIL**

## **Privacy Notice Registrars**

This notice, in conjunction with Wokingham Borough Council's overarching privacy statement, explains when as a service we collect personal information, what we use your data for, who has access, who we share it with, and what your rights are.

### **Who are we?**

Wokingham Register Office  
Civic Offices,  
Shute End,  
Wokingham,  
Berkshire,  
RG40 1WH

### **What is the lawful basis for processing the information?**

The lawful basis for processing your information is necessary for compliance with a legal obligation, as specified by the following legislation:

#### **Primary Legislation;**

- Marriage Act 1959
- Births and Deaths Act 1953
- Civil Partnership Act 2004
- Immigration Act 2014
- Immigration Act 2016
- Immigration and Asylum Act 1999
- Social Security Administration Act 1992
- Welfare Reform Act
- Education Act 1996
- Local Government Finance Act 1992
- Population (Statistics) Act 1938
- Representation of the People Act 1983
- Children and Young Persons Act 2008
- National Health Service Act 2006
- National Health Service (Wales) Act 2006
- Opticians Act 1989
- Medical Act 1983
- Dentists Act 1984
- Veterinary Surgeons Act 1966

#### **Secondary Legislation;**

- Registration of Births, Deaths and Marriages Regulations 1968
- Registration of Marriage Regulations 1986
- Registration of Births and Deaths Regulations 1987
- Civil Partnership (Registration Provisions) Regulations 2005
- The Reporting of Suspicious Civil Partnerships Regulations 2005
- The reporting of Suspicious Marriages and Registration of Marriages (Miscellaneous Amendments). Regulations 2000
- Representation of the People (England and Wales) Regulations 2001
- Council Tax (Administration and Enforcement) Regulations 1992
- The Social Security (Notification of Deaths) Regulations 2012
- Pharmacy Order 2010

## **How do we collect information from you?**

Information is collected from you as the service user via online web forms, online booking system, hard copy documents, e-mail, by telephone or through face-to-face discussion. This information will be collected from either you directly as the data subject, or from a representative acting on your behalf.

Information is given to us when booking appointments or by third parties such as Medical Practitioners, Midwives, Coroners, General Register Office, or other Register Offices.

## **What type of information is collected from you?**

The service collects and processes a range of information about you. The information is provided to enable the Registrars service to carry out its duty and functions, provide you with a service, and continue to make service improvements. Wokingham Registration service is statutorily required to collect certain information from you depending on the type of service that you require.

We will collect the following information: Surname, Forename, Title, Date of Birth, Address, Postcode, E-mail, Phone number, Nationality, Marital status, Occupation, and Details relating to other family members.

The service also checks documents as part of the registrations including ID documents such as Passports, Birth certificates, Death certificates, Marriage certificates, Divorce documents, Proof of address including Driving licence, Bank statements. For nationality services you may also need to provide Bank statements, Wage slips, and P60s.

You will be informed of any other data we collect, that is not listed above, orally or through email at the time of collection of the data.

## **How do we use the information you have provided?**

All the information provided is used directly for your registration or to accompany your application for one of the naturalisation services. Customers can buy copy certificates from us but the registers themselves are not open to inspection. The sending of information by post is done by agreement with the customer who can decide to opt for signed for mail..

## **Who has access to the information about you?**

Your information is managed by staff employed in the Registrars service. Your information may also be shared with officers from other service areas for assistance with these matters. All personal data is stored securely; we have in place security which are intended to ensure, as far as possible, the security and integrity of all personally identifiable information.

Your data is stored securely on our systems (Registration Online (RON) and Stopford booking system) and accessed only by authorised officers of Wokingham Borough Council by using their own Username and Password all created in-line with pre-defined user credentials. Personal data is also held in electronic files on the Council's network drives. These are only accessible through personal logon credentials and access privileges to specific drives.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our sites, any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access, and any exchanges of information carried out once we are in receipt of your data will be done securely.

Any personal data held in paper format is held in lockable filing storage, and accessed only by authorised officers, as is data held on audio or CD/DVD media. Data may be stored in paper form and is always secured in lockable cabinets when not in use. Access to Council sites is also secure requiring a person electronic pass (lanyard) to access staff only areas.

### **Who we may share your information with?**

The Wokingham Registrars service does not share personal information with any other parties, except where required and with parties required to carry out its statutory duties and functions or where required by law.

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

To ensure that information is continued to be held securely and that accuracy is maintained, there will also be instances where our system suppliers will need to access individuals' personal information. This will be on a strict need to know basis and all contracts have confidentiality clauses built in.

The Council will not transfer your information to countries outside the European Economic Area (EEA) unless this is necessary, and only to countries which have sufficient safeguards in place to protect information.

Information will be shared internally if required for better performance and efficiency of Council services and the welfare of individuals.

Wokingham Borough Council may also share personal information with the police and other local authorities under Article 23 of the General Data Protection Regulations in order to prevent or detect crime.

### **How long do we store your information?**

The duration that the Council will hold information, and what happens at the end of that period, are as described within the Council's corporate retention schedule available on our website: [www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/privacy-statement](http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/privacy-statement)

### **Does the service utilise automated decision-making?**

The Registrars service does not utilise automated decision-making in the services that it provides.