



Registrars Privacy Notice

Document control		
Document title	Registrars Privacy Notice	
Purpose		
Author		
Date of publication	24.05.18	
Valid until	24.05.19	
Owner/responsibility	Chris Brown	
Distribution	LanConsent/Other	
Version	Date	Comments
Version 1.0		



Registrars Privacy Notice

Wigan Council (“a data controller”) is committed to protecting the privacy and security of your personal 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 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.

Our core obligations under the general data protection regulations (GDPR) and commitments are set out in the [Council’s primary privacy notice](#).

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 and can be contacted at wiganregisteroffice@wigan.gov.uk

The local authority is a data controller for civil partnership registrations and can be contacted at GDPRQueries@wigan.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.

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 form. Where the information contained within local indexes is available online it is done in a manner which is compliant with data protection and Human Rights legislation.

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 at www.wigan.gov.uk/privacynotices. Alternatively, staff at this office will be able to provide the information.

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

Registration information is retained indefinitely as required by law. Staff at this office will be able to provide any other retention information.

In addition to the above you have legal rights in relation to your personal information.

You have a right to be informed about how and why your personal information is being processed. This notice fulfils that obligation.

Full details are contained within the [Council's Primary Privacy Notice](#) and should be read before consenting to this document.

To ask for access to your information you should contact GDPRQueries@wigan.gov.uk

Data protection officer

If you wish to raise a concern or discuss any aspect of this notice please contact our Data Protection Officer at GDPRQueries@wigan.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 [Information Commissioners Office \(ICO\)](#) or write to:

Information Commissioners Office (ICO)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AE