

Privacy Notice - The Registration Service

Who we are -

The Registration Service
The Register Office
Town Hall
St Ives Road
Maidenhead
SI6 1RF

Tel 01628 796422 email registrar@rbwm.gov.uk

Lawful basis for processing the information -

The Births and Deaths Registration Act 1953
The Marriage Act 1948
The Civil Partnership Act 2004

General Data Protection Regulation 2016 – Article 6(1)(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

How we collect information -

Personal data is supplied by service users in person. During the period of the Covid-19 pandemic, personal data may be provided to the Registrars in electronic form and verified by telephone.

What information is collected -

Name, address, contact details

How we use the information you have provided -

To record a registration of a birth, death or marriage.

Who has access to the information about you -

Registration officers, with a copy being sent to the Registrar General for England and Wales

Who we may share your information with -

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:

- Statistical or research purposes
- Administrative purposes by official bodies e.g. ensuring their records are up-to-date in order to provide services to the public
- Fraud prevention or detection, immigration and passport purposes

How long we store your information -

Registration information is retained indefinitely as required by law. Electronically submitted death registration details provided by relatives to the Registrars during the Covid-19 pandemic will be retained for a period of one year.

Does your service utilise automated decision making? – No