

# Registration Service Privacy Notice

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# Introduction

Southend on Sea City Council is a registered Data Controller and will only process your personal information in accordance with the requirements of the relevant data protection legislation.

The Privacy Notice below explains how we use information about you and how we protect your privacy.

We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at [Dataprotection@southend.gov.uk](mailto:Dataprotection@southend.gov.uk) or by calling 01702 215000 and asking to speak to the Data Protection Officer.

## Why do we need your personal information and who might we share your information with?

Personal information which you are required by law to provide for a registration will be kept by the relevant local registration officer. The local registration officer to whom you supply information will also send a copy of this information to the General Register Office (GRO) for England and Wales so that a central record of all registrations can be maintained. We will not ask for anything which is not necessary for the service we are providing to you.

A copy of any register entry will be provided to any applicant, provided that 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 be made to either the Local Register Office or to the GRO.

The GRO makes indexes, for the central record of registrations, publicly available in order to help members of the public identify the registration they might need. The Register Office also makes a local index available for this purpose. The Local Register Office may also choose to make the information contained within local indexes available online. This will be done in order to help members of the public identify the registration they might need.

Any information placed online must be done in a manner which is compliant with the relevant Data Protection legislation and the Human Rights Act. Additionally, confidential information for statistical purposes which you are required by law to give to the local registration officer, and other information provided voluntarily, will be passed to the UK Statistics Authority for the preparation and supply of statistics.

As well as providing certificates, local registration officers and the GRO may make registration information available to other departments and organisations, for the following purposes:

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

# How much information are we collecting about you?

We make every effort to keep your information safe:

- We take appropriate care to secure the information we hold about you
- We have robust technical security such as passwords and information encryption
- We have policies and procedures to make sure your information is only available to our employees who need to see it to do their job, and we train these employees appropriately.
- We establish robust procedures and contracts to extend these protections to any other person or organisation we made need to give your information to.

# What do we do when we have no more need for the information?

The information we have collected will be kept secure whilst it is being used. It will then be retained in accordance with the requirements of our organisational retention schedules dependent on the service it was collected for and when we no longer require it, it will be deleted securely.

# Who can you contact about data protection and your rights?

In the Council you can email the Data Protection officer at [dataprotection@southend.gov.uk](mailto:dataprotection@southend.gov.uk)

For independent advice about data protection, privacy and data sharing issues or to lodge a complaint about how we have handled your information you can contact the Information Commissioner's Office (ICO) at:

You can visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk) Alternatively you can write or telephone:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local) or 01625 545 745 if you prefer to use a national rate number.

The full Southend-on-Sea City Council Privacy Notice can be viewed at; [www.southend.gov.uk/privacynotice](http://www.southend.gov.uk/privacynotice) For further information on data held by the Registrar General visit: <https://www.gov.uk/government/publications/ips-privacy-policy>

Additionally, staff at this office will be able to provide further information on data held by the registration service.