

Privacy Notice: Register Office, Bristol City Council



Privacy Notice

The superintendent registrar is a data controller for birth, death and marriage registrations for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), which means they determine what your personal data is used for and why it is collected.

The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our services. We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website.

The superintendent registrar can be contacted at Register.Office@bristol.gov.uk

Our main address is:
Superintendent Registrar
Bristol Register Office
Old Council House
Corn Street
Bristol
BS1 1JG

Bristol City Council is a data controller for civil partnership registrations, citizenship ceremonies and pension checking services (for foreign nationals living in the UK). Our main address is City Hall, PO Box 3399, Bristol, BS1 9NE and our contact details can be found on [Bristol City Website](#).

The Registrar General for England and Wales is a joint data controller with the superintendent registrar for birth, death, marriage, and civil partnership registrations and can be contacted at the General Register Office, Trafalgar Road, Southport, PR8 2HH.

Privacy Notice: Register Office, Bristol City Council



What data we need to collect and use?

To provide these services, we will collect and use some or all of the personal information below:

Registering a birth:

- Baby: name, date of birth, place of birth, sex.
- Parents: name, place of birth, address, occupation, marital or civil partnership status, telephone number, email address.

Registering a death including Tell Us Once:

- Deceased person: name, date of death, place of death, date of birth, place of birth, sex, occupation, address, spouse's name, occupation, cause of death, name of certifying doctor or coroner.
- Informants: Name, address, telephone number, email address.

Registering a still birth:

- Baby: name, date of death, place of death, date of birth, place of birth, sex.
- Parents: name, place of birth, address, occupation, marital or civil partnership status, telephone number, email address.

Marriages, and civil partnerships:

- Booking appointment: name, address, nationality, marital or civil partnership status, date of ceremony, place of ceremony, sex, telephone number, email address.
- Taking notice of marriage or civil partnership: name, address, nationality, marital or civil partnership status, date of ceremony, place of ceremony, sex, passport, birth certificate, driving licence, divorce or dissolution document, death certificate, change of name deed, photographs, visa information, ID card, telephone number, email address.

Citizenship ceremonies:

- Name, telephone number, email address.

Producing and issuing certificates

- Person ordering the certificate: name, telephone number, address, email address.
- Person on the certificate: name, date of birth / death / ceremony, place of birth / death / ceremony, sex, parents place of birth, address, occupation, marital or civil partnership status, cause of death, spouse's name, address, occupation, informants name, address.

Foreign pension checking service appointments. (Confirmation of address and status of recipients of foreign pensions living in Bristol.)

- Name, telephone number, email address.

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We get most of this information from you and from what we learn about you through your use of our services, but we may also get some information about you from:

- NHS Child Health
- HM Coroner
- The Home Office
- Other local authorities

How do we use your personal information?

We use this information for one or more of the following reasons:

- Birth, death and still birth appointments
- Birth, death and still birth registrations
- Notice of marriage and civil partnership appointments
- Notices of marriage and civil partnership
- Management of ceremonies – including bookings
- Certificate orders
- Certificate production
- Tell Us Once (a service that lets you report a death to most government organisations in one go)

In the following circumstances you are required by law to provide personal information:

- Statutory obligation to register a birth
- Statutory obligation to re-register a child
- Statutory obligation to register a death
- Statutory obligation to register a still birth
- When giving notice of marriage or civil partnership.
- When applying to take part in a citizenship ceremony to become a British citizen.

Privacy Notice: Register Office, Bristol City Council



Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where we have a valid legal basis to share data. We will only share the minimum information for each circumstance. We may share some of your personal information with one or more of the following:

- Police for the detection or prevention of a crime including fraud, immigration, and passport purposes
- 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 above at this office are publicly available in order to help members of the public identify the registration record they might need. Indexes are available paper format.
- A copy of the information collected by a registration officer is shared with the Registrar General for England and Wales so that a central record of all registrations can be maintained.
- For statistical or research purposes.
- For administrative purposes by official bodies e.g., ensuring their records are up to date in order to provide services to the public.

Privacy Notice: Register Office, Bristol City Council



What is the legal basis for our use of your personal information?

Personal information

Our legal bases for using your personal information are to meet / exercise our tasks in the public interest.

The information below shows the legal bases we are relying on to use your personal or special category (sensitive) personal information.

- Birth and Death Registration Act 1953
- Registration Service Act 1953
- The Registration of Births, Deaths and Marriages Regulations 1968
- The Registration of Births and Deaths Regulations 1987 (births and deaths)
- Marriage Act 1949
- The Registration of Marriage Regulations 2015 (marriages)
- Civil Partnership Act 2004
- The Civil Partnership (Registration Provisions) Regulations 2005 (civil partnerships)
- Immigration Act 2014
- Immigration and Asylum Act 1999 The Reporting of Suspicious Marriages and Registration of Marriages (Miscellaneous Amendments Regulations)
- Immigration and Asylum Act 1999 The Reporting of Suspicious Civil Partnerships Regulations 2005
- Population (Statistics) Act 1938
- Veterinary Surgeons Act 1966
- Representation of the People Act 1983
- Medical Act 1983
- Dentists Act 1984
- Opticians Act 1989
- Representation of the People Act (England and Wales) Regulations 2001
- Social Security Administration Act 1992
- Local Government Finance Act 1992
- Council Tax (Administration and Enforcement) Regulations 1992
- Education Act 1996
- National Health Service Act 2006
- Children and Young Persons Act 2008
- Pharmacy Order 2010
- The Social Security (Notification of Deaths) Regulations 2012

How long we will keep your personal information?

We will hold this information for as long as it is needed, or if we are required to do so by law. In practice this means that your personal information may be retained for the relevant period listed below:

- Registration information is retained indefinitely as required by law.
- Appointment information is retained for one year.
- Certificate application information is retained for two years.

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Your rights as a data subject

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.

Full details about your rights can be found in our [main privacy notice](#). If you are unable to access our digital Privacy Notice, please [contact Citizens Services](#) whom will be able to send a hard copy.

To update or correct your information if it is inaccurate, please [contact Citizens Services](#).

To access a copy of your personal information, more details and how to make a request can be found on the [data protection subject access requests page on the council website](#).

You can exercise any of these rights, ask questions about how we use your personal data or complain about birth, death, and marriage registrations by contacting the superintendent at Register.Office@bristol.gov.uk

Our main address is:
Superintendent Registrar
Bristol Register Office
Old Council House
Corn Street
Bristol
BS1 1JG

You can exercise any of these rights, ask questions about how we use your personal data or complain about civil partnerships, citizenship ceremonies and pension checking service by contacting us at data.protection@bristol.gov.uk or by writing to our data protection officer at:

Data Protection Officer
Information Governance
Bristol City Council
City Hall
PO Box 3399
Bristol
BS1 9NE

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Website: <https://ico.org.uk/>

Privacy Notice: Register Office, Bristol City Council



Surveys

From time to time we will conduct surveys to establish information to assist us in gaining your direct thoughts and opinions on our public services.

For each survey will invite you to participate; this will be classed as asking for your consent to participate; your information gathered at the time of the survey will be only used for that purpose of the survey and will not assume consent for any other purpose.

Details of the purpose and scope of the survey will be made clear for each Survey we may ask you to participate in, this will provide you with the details for you to clearly decide if you want to consent to participate in the Survey.

Personal data collected during the Survey will be deleted upon the completion of the survey analysis and will not be stored or used for any other purpose. Each survey will request your consent each time you participate.

Participation in our surveys will not impact or influence mailing preferences in the future and unless otherwise stated your participation will be anonymous.

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