



Walsall Council

Registration and Bereavement Services Privacy Notice

This privacy notice is for the use of service users/customers of Walsall Metropolitan Borough Council's Registration and Bereavement Services in fulfilment of our responsibility as a data controller under data protection law.

You are entitled to know what personal data we use, why we use it, how we store it and for how long, and who we might share it with and why. Personal data is any information which provides details about an individual to someone else. The individual must be identifiable from the information, if the information is fully anonymised it is no longer classed as personal information.

It is a statutory requirement to keep a register of births, deaths and marriages (including civil partnerships). 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.

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.

Your information may be manually and/or digitally processed through our systems. We make sure our systems have appropriate security to meet the requirements of the General Data Protection Regulation and the Data Protection Act 2018 with regards to safe and secure storage of data. Our systems are only accessible by authorised staff and only to the extent they need in order to carry out their role.

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

Information we may collect and use

- Bank Account Details/Payments
- Contact details
- Date of birth
- Ethnicity (special category – further details below)
- Gender (special category – further details below)

- Health (physical/mental) information (special category – further details below)
- Name
- Next of Kin (including parents/spouses)
- Occupations
- Religion (special category – further details below)
- Sexual orientation (special category – further details below)
- Details of births, deaths and marriages

PURPOSE	INFORMATION	STATUTORY BASIS
Birth registration (including still birth)	Registration district and sub district of birth Entry number, date and place of birth Name and surname Sex Name, surname and occupation of father (if recorded) Name, surname and occupation of mother Usual address Name, surname and usual address of the informant (if not the mother or father) Date of registration Name of registrar	S1 Births and Deaths Registration Act 1953 Regulation 7 Registration of Births and Deaths Regulations 1987
Birth registration	Age of mother Age of father or parent (if registered) No. of previous children Date of marriage or civil partnership of parents (if appropriate) Whether the mother had any marriage or civil partnership before that date	S1 Population Statistics Act 1938
Birth registration	Industry of employment and employment status	No provision
Death registration	Registration district and sub district of death Entry number, date and place of death Name, surname, maiden name (if applicable) Sex Occupation and usual address of the deceased Date and place of birth of the deceased Name, surname and usual address of the informant Cause of death Date of registration Name of the registrar	S15 Births and Deaths Registration Act 1953



Death registration	Condition of deceased (i.e. single, married etc) Age of surviving spouse or civil partner (if any)	S1 Population Statistics Act 1938
Death registration	Length of stay in a communal establishment Industry of employment and employment status of the deceased	No provision
Medical certificate of cause of death	Interval between onset of disease and death Place of death and if in a hospital, the name of the consultant Date last seen alive Whether seen or not seen after death Whether referred to the coroner and by whom Whether additional medical details sought	S22 Births and Deaths Registration Act 1953
Marriage notice	Name and surname Date of birth Sex Condition Occupation Address Period of residence Place of marriage Nationality	S27 Marriage Act 1949 Regulation 4 Registration of Marriage Regulations 2015
Marriage registration	District of marriage Place of marriage Entry number Date of marriage Name and surname of parties to the marriage Age, condition, rank or profession Residence at the time of the marriage Name, surname and rank or profession of each party's father Signatures of both parties and their witnesses Name of the person(s) who conducted, and registered the marriage	S53 Marriage Act 1949 Regulation 12 Registration of Marriage Regulations 2015
Civil partnership notice	Name and surname Date of birth Sex Condition Occupation Address Period of residence	S8 Civil Partnership Act 2004 Regulation 3 Civil Partnership (Registration Provisions) Regulations 2005



	Place of formation of civil partnership Nationality	
Civil partnership register	Registration Authority where the civil partnership was registered Date and place of civil partnership registration Name and surname of civil partners Date of birth, sex, condition and occupation of the civil partners Residence at the time of the civil partnership registration Father's name, surname and occupation of each civil partner Mother's name, surname and occupation of each civil partner Signatures of civil partners Name and surname of witnesses Signature of civil partnership registrar	S2 Civil Partnership Act 2004 Regulation 11 Civil Partnership (Registration Provisions) Regulations 2005
Bereavement services	Records and applications for cremations, burials and reserving graves Applications and records for inclusion on memorials and plaques	Local Authorities Cemeteries Order 1977 Cremation (England and Wales) Regulations 2008

Use of CCTV

CCTV cameras are used on the car park at Streetly Crematorium. Recordings are kept for one month and then securely destroyed. Non-recording cameras cover the reception and chapels at Streetly Crematorium and Willenhall Lawn Cemetery and are used to monitor access to the buildings.

CCTV cameras are used on the car park at the Register Office Recordings are kept for one month and then securely destroyed.

Purpose for processing and lawful basis

The lawful basis under which we process your information and the linked reason for processing is:

- When processing your information is necessary to cooperate with and conform to UK law or another legal obligation to which the Council is subject – for example recording births, deaths and marriages.



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- When processing is necessary for the performance of a contract – this will be appropriate when bereavement services have been requested to provide details such as a memorial card or booklet or to grant vehicular access to a cemetery.

Special Category Data

Special category data is information which is deemed particularly sensitive and which unlawful processing could create risks to you.

- The processing is necessary for reasons of substantial public interest.

Who we may share your information with

The information you provide will be held and processed by registration officers for this registration district. Your information may be manually and/or digitally processed through our systems by people in the UK.

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 format.

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 (Annexe A) can be found at https://go.walsall.gov.uk/register_office. Alternatively, staff at this office will be able to provide the information.



All people with access to your information will do so under strict adherence to Data Protection law, adequate safeguards and appropriate authorisation.

RECIPIENT	PURPOSE	INFORMATION	STATUTORY PROVISION
Super-intendent registrar	To certify registration records	Quarterly returns of births (including still- births) and death registrations from registrars	S26 Births and Deaths Registration Act 1953
	To certify registration records	Quarterly returns of marriage registrations from everyone required to register marriages	S57 Marriage Act 1949
Registrar General	To compile and maintain a central record of registration events	Certified copies of birth (including still births) and death registrations from superintendent registrars	27 Births and Deaths Registration Act 1953
	To support UK Statistics Authority requirement to produce statistical information	Birth, still-birth and death confidential particulars to be collected by the RG	S2 Population (Statistics) Act 1938
	To support UK Statistics Authority requirement to produce statistical information	Birth, still-birth and death voluntary particulars	No provision
	To support UK Statistics Authority requirement to produce statistical information	Medical Certificate of Cause of Death additional information	Regulation 11 The Registration of Births Deaths and Marriages Regulations 1968
	To compile and maintain a central record of registration events	Certified copies of marriage registrations from superintendent registrars	S58 Marriage Act 1949
	To report an offence or suspicion of an offence	Forged documents	Regulation 72(1)(b) of the Registration of Births and Deaths Regulations 1987 (births and deaths) Regulation 23(1) of the Registration of Marriage Regulations 2015 (marriages) Regulation 18 of the Civil Partnership (Registration Provisions) Regulations 2005 (civil partnerships)



	Crime fighting purposes	Suspicious applications for birth certificates, benefit fraud, fraudulent documents etc.	Schedule 6 Immigration Act 2014
Department for Work and Pensions	In relation to its functions under the Contribution and Benefits Act and the Social Security Administration Act 1992	Death registration extracts via Tell Us Once Via BD8 form	S125 Social Security Administration Act 1992 The Social Security (Notification of Deaths) Regulations 2012 Provision under review
	To support the Tell us Once birth service	Birth information from registrations and declarations	S19A Registration Service Act 1953
Department of Health and Social Care	To assist the delivery of those functions exercisable by the organisation in relation to the health service	Death registrations due to vaccination (form 111)	Provision under review
Home Office (United Kingdom Visas and Immigration /Immigration and Enforcement)	HO Immigration enforcement action	Information held by the registration officer in relation to sham marriages	S24 Immigration and Asylum Act 1999 The Reporting of Suspicious Marriages and Registration of Marriages (Miscellaneous Amendments) Regulations
	HO Immigration enforcement action	Information held by the registration officer (S24A Sham CP)	S24A Immigration and Asylum Act 1999 The Reporting of Suspicious Civil Partnerships Regulations 2005
	HO Immigration enforcement action	Information held by the registration officer (where registration officer suspects immigration offences e.g. overstayers, working illegally)	Schedule 6 Immigration Act 2014
	HO Immigration enforcement action	Information held by the registration officer where request received	Schedule 6 Immigration Act 2014
	HO Immigration enforcement action (Secretary of State)	Supply nationality documents where it is suspected that an individual may be liable to removal from the United Kingdom and the document may facilitate the removal.	Section 20A Immigration and Asylum Act 1999



Education department	For those education functions the LA is required to deliver	Birth and Death registrations	S564(3) Education Act 1996
Council Tax Billing Authorities	For those functions set out in part 1 of the Government Finance Act 1992	Name and surname, date of death and usual address of deaths of over 18s	Para 13 Sch 2 Local Government Finance Act 1992 Reg 5 Council Tax (Administration and Enforcement) Regulations 1992
Electoral Registration Officers	To maintain an accurate list of those entitled to be registered on the electoral register and qualifying addresses	Inspection, with authorisation to make copies, of records kept (in whatever form). Relates to marriages and deaths.	S53(3) Representation of the People Act 1983 Reg 35 Representation of the People (England and Wales) Regulations 2001
Local Safeguarding Children Board	Functions as set out in s1(1) of the Children and Young Person Act 2008	Death registrations of under 18s	S31 Children and Young Persons Act 2008
Fraud department	Crime fighting purposes	Offences relating to council tax benefit or housing benefit	Schedule 6 Immigration Act 2014
Safeguarding Team	Child and adult protection	Suspected maltreatment of an adult or child	Schedule 6 Immigration Act 2014
Coroner	Investigations	Deaths falling into those categories set out in regulation 41 of Registration of Births and Deaths regulations 1987	Births and Deaths Registration Act 1953 Regulation 41 Registration of Births and Deaths Regulations 1987
National Health Service Commissioning Board, Clinical Commissioning Groups, local authorities (England)	To assist the delivery of those functions exercisable by the organisation in relation to the health service	Birth (including still birth) and Death registrations	S269(2) National Health Service Act 2006
National Health Service Local Health Boards (Wales)	To assist the Local Health Boards in the performance of their functions in relation to the health service	Birth and Death registrations	S200(2) National Health Service (Wales) Act 2006



Public pension payers	To assist government departments in the administration of pensions	Death registrations of public service pensioners (form 111)	Provision under review
General Pharmaceutical Council	Removal of names from the register	Death notifications (form 111) of registered pharmacists and registered pharmacy technicians	Pharmacy Order 2010
Law Society	Removal of names from the register	Death certificates of solicitors	Provision under review
General Optical Council	Removal of names from the register	Death certificates of opticians	S10(2) Opticians Act 1989
District Medical Officer (England). Chief Administrative Medical Officer (Wales)	Removal of names from the register	Death certificates of midwives	Provision under review
General Medical Council	Removal of names from the register	Death registrations of registered medical practitioners (form 111)	S30(6) Medical Act 1983
General Dental Council	Removal of names from the register	Death registrations of dentists (form 111)	S23(1) Dentists Act 1984
Royal College of Veterinary Surgeons	Removal of names from the register	Death registrations of veterinary surgeons (form 111)	S13(1) Veterinary Surgeons Act 1966

How long we will hold your information

There are provisions in UK law that dictate how long we can keep your information.

The Council will only hold and archive your information in line with its corporate retention schedule which has been compiled in accordance with UK legislation such as, but not limited to, the Health and Social Care Act, the Public Records Act and the Local Government Act.

Registration information is retained indefinitely as required by law. Other personal information, e.g. booking details, may be retained for up to 2 years.

If you have any questions or concerns about the collection, use or disclosure of your personal information please contact:

The Register Office
Civic Centre
Hatherton Road
Walsall
WS1 1TN

Telephone: 0300 555 2847

By email: walsallregisteroffice@walsall.gov.uk

Your rights

You have the following rights with regard to your personal information:

Right to be informed – You have the right to know the following:

- what information we intend to collect,
- why we need your information,
- the lawful basis under which we can process your information,
- how we will process your information,
- whether we share your information,
- who we might share your information with,
- your rights until the law,
- how long we will retain your information and how you can contact us.

This Privacy Notice should have detailed all of the above but if for any reason you are dissatisfied with our stewardship of your information, you have the right to lodge a complaint with the Information Commissioners Office (ICO), contact details are provided below.

Access to your information – If you would like to know what information we hold and process about you, the category of information, who we share your information with, to ascertain the accuracy of the information and the criteria we apply in processing your information, you can make a request to us in writing.

To make a subject access request and receive a copy of your personal information, contact Information Rights at

Information Rights
Resource and Transformation Directorate
Walsall Council
Civic Centre
Darwall Street
Walsall
WS1 1TW

Telephone: 01922 650000

By email:

informationrights@walsall.gov.uk.



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Please be aware we will need you to provide appropriate identification but you can find details of this and everything else about our Subject Access Request process on our website or by typing the link below into your computer browser:

https://go.walsall.gov.uk/access_to_my_personal_records

WE should respond to your request within 30 days of receipt but if the request is complex and more time is required we will inform you in writing.

Rectification of your information – If it is established that information we hold about you is incorrect, you have the right to request that we correct this information.

Erasure of your information – In cases where the information we hold about you is no longer required in relation to the purpose for which it was collected and where there are no lawful grounds for holding your information, you can request an erasure of information.

The Right to Restrict processing –You can restrict us from using your information if you believe the data is inaccurate or if there are no lawful grounds for using the information but you do not want us to delete the information. In addition you can prevent us from deleting information we no longer use or need if you require it for a legal claim or defence. Following investigation, if it is determined that the right to restrict processing should not apply the Council will inform you of reasons for this before the restriction is lifted.

Right to Data Portability

You have the right to request that information we hold about you be transferred to another public authority or other controller. Your data portability request will have to be made in writing, we will assess your request in accordance with the provisions of the GDPR to ascertain if your request is covered under the law. Our response will contain our decision regarding the viability of your request and asking you to choose between the following:

- If you want the information handed to you.
- If you would like the information transferred directly to the public authority or other controller.

Right to Object –

If you object to the Council using your information in the ways detailed above we will cease to process your information unless we can show there are legitimate reasons which override your interests

Whether or not you have legitimate grounds to object to processing of your information, the Council will respond to your request within one month stating that your request has been upheld or the reasons for not upholding your request if that is the case.

Automated Decision Making-You have the right not to be subject to a decision which affects you, which is solely based on automated processing. This will include profiling.



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This right will not apply if the automated decision making is necessary in anticipation of entering into a contract or if it is authorised in law. You can give us explicit consent to be subject to automated decision making but you can remove this consent at any time.

Please be aware that the application of some of these rights is dependant upon the lawful basis for us to process your information. If you ask to enforce a right which is not applicable due to the reason for us processing the data we will explain the reasons for not upholding your request.

Walsall Metropolitan Borough Council's Data Protection Officer (DPO) is Paul Withers. If you have any questions about your rights under the GDPR, how the Council uses your information, or you wish to make a complaint about how we have processed or utilised your data, Paul will be able to help. How to contact our DPO:

Contact Address:
Office of the DPO
Resources & Transformation
Civic Centre 3rd Floor (HR Suite)
Walsall Council
Darwall Street
Walsall
WS1 1TP

Email Address:
Informationmanagement@walsall.gov.uk

Contact Telephone Number:
01922 650970

Should you be dissatisfied with the response you receive, you can contact the Information Commissioner's Office (ICO) with the details given below:

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

Email Address:
Use the online form via this link <https://ico.org.uk/global/contact-us/email/>

Telephone Numbers:
Calling from within the UK 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate.
Calling from outside the UK +44 1625 545 745.