

# Camden Registrars Privacy Notice

This explains how the information we collect about you is used and your rights in relation to that information. The Camden Registrars provide registration services for births, deaths, marriages, and civil partnerships.

## 1. The Data Controller and Data Protection Officer

The Superintendent Registrar is the data controller for Birth, Marriage and Death registrations and can be contacted on 020 7974 4444, or [crs@camden.gov.uk](mailto:crs@camden.gov.uk)

The London Borough of Camden is the data controller for Civil Partnership Registrations and can be contacted at Judd Street, London. WC1H 9JE [www.camden.gov.uk](http://www.camden.gov.uk)

The Superintendent Registrar and Council's Data Protection Officer is Andrew Maughan who is the Council's Borough Solicitor. He can be contacted at [dpo@camden.gov.uk](mailto:dpo@camden.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.

## 2. What information do we process (collect, keep, use, share, delete) etc?

Personal information will be collected from you if you make an application to register a birth, death, marriage, or civil partnership. This will include:

- Name of people involved and the notifier's name
- Addresses and contact details
- Nationality
- Date of birth/death/marriage/civil partnership
- Location of event
- Service registered for
- Marital/civil partnership status where relevant
- Gender

The special category (sensitive) data we process will include:

- Sexuality where this is obvious or can be inferred from the parties' gender for marriage/civil partnership

We also process criminal offence data as follows:

- Where the circumstances of a registration indicate that an offence may have been committed

Where you have agreed or your photographer has requested it, we will add photographs provided to us to our TieTheKnot Instagram page. These will include your picture, which is your personal data. It will not include special category data except where this is obvious from the picture such as physical disability (eg if obvious from aids such as wheelchair or assistance dog) or religion (such as clothing/headwear) or sexuality where this can be inferred from the gender of the couple.

### **3. The purpose for which data is processed**

- To undertake our general duties for the registration of births, deaths, marriages, and civil partnerships
- To provide certificates to those who request
- To promote our services on TieTheKnot Instagram where couples have agreed or your photographer has requested it.
- To undertake the prevention, investigation, detection or prosecution of criminal offences relating to registration
- For the general purposes of crime prevention and public safety

### **4. Do I have to provide this information and what will happen if I don't?**

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 or provide false information, you may, amongst other things, be liable to a fine or prosecution, or we may not be able to provide the service you are applying for, such as a Marriage or a Civil Partnership.

### **5. Sharing data**

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.

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.

Registration information held at this office may be shared with The Electoral Registration Officer for undertaking of their statutory duties.

Information will 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. We have a set of Data Sharing Agreements that cover many areas of sharing [Data Sharing Agreements \(DSAs\) | Open Data Portal \(camden.gov.uk\)](#)

Parties include:

- The police and Immigration Authorities for Fraud prevention or detection, immigration and passport purposes
- The Home Office for immigration and passport purposes
- Other councils and agencies to assist them in ensuring their records are up-to-date in order to provide services to the public

We will share photographs with Instagram for TieTheKnot where the marriage/civil partnership couple have agreed or your photographer has requested it.

### **6. Transferring data out of the EU/EEA**

We will not transfer data out of the UK/EU/EEA. Camden servers are in the UK. For

TieTheKnot, Instagram's servers are in the EU (Denmark, Ireland and Sweden). (If someone requests a copy certificate or makes a disclosure query and is based outside those areas the information may be provided to them securely but only where it is lawful and proportionate.)

## **7. Automated decision making**

We do not use automated decision-making or profiling to process your personal data.

## **8. Storing and retaining personal data**

Registration information is retained indefinitely as required by law.

## **9. Your data subject rights and requesting access to personal data, and complaints**

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.

There are data subject rights which can be seen on our website [Your rights - Camden Council](#) Please see the ICO website <https://ico.org.uk/> for more information. To make a request for your personal information (not for copy of certificates) or to exercise other data protection rights please use our form [Data Subject Rights form - Camden Council](#). If you have any questions or concerns about the collection, use or disclosure of your personal information please contact The Superintendent Registrar via e-mail [crs@camden.gov.uk](mailto:crs@camden.gov.uk)

You can complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have handled your personal data. It would be helpful if you contacted us first at [dpa@camden.gov.uk](mailto:dpa@camden.gov.uk) to see if we can resolve the problem. You can contact the ICO without charge, Telephone: 0303 123 1113 , live chat <https://ico.org.uk/global/contact-us/live-chat/> or webform <https://ico.org.uk/global/contact-us/>

## **10. Legal Basis for processing the data UK GDPR and Part 3 Data Protection Act 2018**

### **For personal data:**

For births, deaths, marriages, and civil partnerships Art 6(1)(c) legal duty and (e) public task. The underpinning law is the Births and Deaths Registration Act 1953, the Marriage Act 1949 and the Civil Partnership Act 2004.

For TieTheKnot Where couples are providing us the photographs directly: article 6(1)(a) consent and Where the photographs are provided by photographers article 6(1)(f) legitimate interest of Camden. As a commercial service this legal basis is available to us. A Legitimate Interests Assessment has been undertaken.

### **For Special category (sensitive) data:**

For births, deaths, marriages, and civil partnerships except the TieTheKnot services: Art 9(2) (g) substantial public interest with the Data Protection Act 2018 Schedule 1 Part 2 conditions being para 6 Statutory and government purposes; and 9(2)(j) (j) Archiving, research and statistics. The underpinning law is as for art 6 (1)(c) and (e) above. For TieTheKnot Where couples are providing us the photographs directly for any incidental special category data article 9(2)(a) explicit consent

### **For criminal offence data:**

For incidental processing (referring suspected offences eg immigration offences) to the appropriate authority the article 6 UK GDPR requirements are met by Art 6(1)(c) legal duty and (e) public task and if special category data is involved Art 9(2) (g) substantial public interest with the Data Protection Act 2018 Schedule 1 Part 2 condition being para 6 Statutory and government purposes. The underpinning law is as for art 6 (1)(c) and (e) above.

### **Criminal Offence Investigation and Prosecuting:**

The Superintendent Registrar has powers to prosecute various registration offences under the Births and Deaths Registration Act 1953, the Marriage Act 1949, and the Civil Partnership Act 2004. When investigating, preventing, and prosecuting offences under these Acts the Superintendent Registrar is acting under Part 3 of the Data Protection Act 2018 as a "competent authority".