

## Privacy Notice - Superintendent Registrar (North East Lincolnshire)

This Privacy Notice tells you what to expect when Superintendent Registrar (North East Lincolnshire) collects and uses your personal data in accordance with the General Data Protection Regulation.

<b>Data Controller</b>	Superintendent Registrar (North East Lincolnshire)
<b>ICO Registration number</b>	Z7097889
<b>Our contact details:</b>	<p>The Register Office, Cleethorpes Town Hall, Knoll Street, Cleethorpes, DN35 8LN</p> <p>Monday to Friday 9 am to 4 pm (except bank holidays) – by appointment only</p> <p>Appointments to register births and deaths may be made by telephoning 01472 326295 – option 1</p> <p><b>Please note:</b> if the registrars are busy or currently on the telephone you will be given the opportunity to leave a message and a registrar will return your call at the earliest opportunity.</p>
<b>The purpose we are processing your personal data for is</b>	<p>To provide the following Statutory services: Registration of Births, Deaths, Still Births, Marriages, Civil Partnerships and Citizenship Ceremonies; and Licensing of Approved and Religious Venues (Statutory);</p> <p>To provide the Non-Statutory service for Changing of Name by Statutory Declaration.</p>
<b>Using your personal information for other purposes</b>	<p>We will not process your personal data for any other purpose than that for which it was collected, without first providing you with information on that other purpose and seeking your consent if applicable; except where we are required to disclose your personal data in accordance with legislation, for example, in relation to the prevention and detection of crime, counter terrorism, safeguarding, legal proceedings or to protect interests of you or another.</p>
<b>Organisations acting on our behalf to process your personal data</b>	None
<b>The fair and lawful basis we are processing your personal data on is</b>	<p><b>Purpose 1 - Statutory activities:</b></p> <p>Article 6 1 c processing is necessary for compliance with a legal obligation to which the controller is subject.</p>

	<p>Article 6 1 b processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</p> <p>Article 9 2 g processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.</p> <p><b>Purpose 2 – Non-statutory activities:</b></p> <p>Article 6 1 b processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</p>
<b>Am I required to provide the Council with my personal data</b>	Yes, when you have a statutory duty to register a birth, death, still birth marriage or civil partnerships or when you attend a citizenship ceremony.
<b>Does the Council’s processing of my personal data involve automated decision-making, including profiling?</b>	No
<b>Can I withdraw my consent for processing</b>	No, as we are processing your personal data to comply with statutory obligations.
<b>Who we will share your personal data with</b>	<ol style="list-style-type: none"> <li>1. Family, associates and representatives of the person whose personal data we are processing;</li> <li>2. Police Forces and law enforcement bodies;</li> <li>3. Healthcare social and welfare organisations;</li> <li>4. Local and central government;</li> <li>5. Employees;</li> <li>6. Prosecuting Authorities;</li> <li>7. Courts, Coroners;</li> <li>8. Registrar General for England and Wales;</li> </ol>

	<p>9. Embassies;</p> <p>10. Clergy and Ministers; and</p> <p>11. Licenced Approved Venues.</p>
<b>Transfers of personal data to a third country</b>	Personal data is not routinely transferred outside of the UK.
<b>How long we will retain your personal data for</b>	<p>Permanent for statutory services.</p> <p>10 years for non-statutory services i.e. Change of Name by Statutory Declaration.</p>
<b>What are my rights in relation to my personal data?</b>	<p>You have the right to access the personal data we hold about you; to request we rectify or erase your personal data; to object to or restrict processing in certain circumstances; and a right of data portability in certain circumstances.</p> <p>More information on your rights can be found on our website: <a href="https://www.nelincs.gov.uk/council-information-partnerships/information-governance/data-protection/">https://www.nelincs.gov.uk/council-information-partnerships/information-governance/data-protection/</a></p>
<b>Who can I complain to?</b>	<p>If you are dissatisfied with how we have processed your personal data you can contact the Data Protection Officer to request an internal review.</p> <p>If you are dissatisfied with the outcome of the internal review, they have the right to appeal directly to the Information Commissioner for an independent review. <a href="https://ico.org.uk/concerns/">https://ico.org.uk/concerns/</a></p>
<b>Contact details for our Data Protection Officer</b>	<p>Paul Ellis</p> <p>Email: <a href="mailto:Transparency@nelincs.gov.uk">Transparency@nelincs.gov.uk</a></p> <p>Tel: (01472) 323372</p> <p>Postal: North East Lincolnshire Council, Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire, DN31 1HU</p>