

## **Privacy Notice - The Registration Service**

### **Who we are:**

The Registration Service  
The Register Office  
Town Hall  
St Ives Road  
Maidenhead  
SL6 1RF

Tel 01628 796422 email [registrar@rbwm.gov.uk](mailto:registrar@rbwm.gov.uk)

### **Lawful basis for processing the information:**

The Births and Deaths Registration Act 1953  
The Marriage Act 1948  
The Civil Partnership Act 2004

### **How we collect information:**

Personal data is supplied by service users

### **What type of information is collected from you:**

Name, address, contact details

### **How we use the information you have provided:**

To record a registration of a birth, death or marriage.

### **Who has access to the information about you:**

Registration officers, with a copy being sent to the Registrar General for England and Wales

### **Who we may share your information with:**

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:

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

**How long we store your information:**

Registration information is retained indefinitely as required by law

**Does your service utilise automated decision making? – No**