

APPLICATION FORM FOR PREMISES TO BE APPROVED AS A VENUE FOR MARRIAGES IN PURSUANCE OF SECTION 26(1)(bb) OF THE MARRIAGE ACT 1949

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

### **Who we are:**

The Registration Service  
The Register Office  
Town Hall  
St Ives Road  
Maidenhead  
SI6 1RF  
Tel 01628 796422 email [registrar@rbwm.gov.uk](mailto:registrar@rbwm.gov.uk)

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

The Births and Deaths Registration Act 1953, The Marriage Act 1949 and the Civil Partnership Act 2004

General Data Protection Regulation Article 6(1)(a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

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

Personal data is provided by venues and their employees

### **Categories of information collected:**

Name, address, contact details and job title of applicant

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

To enable the licensing of a venue for marriages and Civil Partnerships according to The Marriage Act 1949 and the Civil Partnership Act 2004

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

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

Name of applicant and premises address are published on the RBWM website for a period of 21 days.

**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:

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

**How long we store your information:**

Registration information is retained indefinitely as required by law. Application forms are retained for the duration the venue remains licensed.

**Does your service utilise automated decision making:**

*None used within this service area*