

Fair Processing Notice – Registration Service (Ceremony Bookings)

1. Why do we collect and keep your personal information?

We collect and use your personal information so that we can arrange and manage your ceremony booking.

The Processing of your data is:

- Because you have given your consent to do so and
- Because it is necessary for the performance of this task to do

2. How Information about you is used.

The information that you provide will be processed according to the General Data Protection Regulations 2016.

We will not make any disclosures to third parties for marketing purposes.

Your data will be secure and confidential at all times and we will only collect the personal information that is required for us to arrange your ceremony.

This Fair Processing Notice does not apply to information provided for statutory purposes including giving notice of marriage and civil partnership and marriage and civil partnership registration, only to information provided in relation to ceremony bookings.

3. How long do we keep hold of your information?

We will retain the information provided to us until your ceremony has been completed and your information will be securely disposed of within 7 days. If you cancel your ceremony, we will keep basic details (name and contact details, date and time of cancelled ceremony) for 2 years in case of queries relating to payments/refunds. We will also keep copies of any emails for 2 years following which they will be deleted.

4. Access to my personal information?

You can find out if we hold any personal information by making a subject access request under the General Data Protection Act Regulations 2016. To make a request for any personal information we may hold you need to put your request in writing addressing it to:

Access to Records Team

Pembrokeshire County Council

County Hall

Haverfordwest SA61 1TP

5. Your Rights.

Under the General Data Protection Regulations 2016, you have rights as an individual which you can exercise in relation to the information we hold about you:

- The right of **access** – you are entitled to request access to and a copy of, information we hold about you
- The right to **rectification** – you have the right to ask to have your information corrected.

- The right to **restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **erasure**-this is not an absolute right
- The right to data portability-this is not an absolute right
- The right to **not be subject to automated decision-making and profiling**

6. Complaints or Queries.

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

Email: dataprotection@pembrokeshire.gov.uk

Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Email case worker@ico.org.uk Telephone No: 0303 123 1113

7. Changes to this privacy notice.

We keep our privacy notice under regular review.

Privacy Notice – Registration Service (Information provided for statutory purposes)

This policy explains how the information we collect about you is used and your rights in relation to that information.

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 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.

The information you provide will be held and processed by registration officers for this registration district.

The superintendent registrar is a data controller for birth, marriage and death registrations and can be contacted at The Register Office, Pembrokeshire Archives, Prendergast, Haverfordwest, SA61 2NP.

The local authority is a data controller for civil partnership registrations and can be contacted at Pembrokeshire County Council, County Hall, Haverfordwest, Pembrokeshire, SA61 1TP.

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.

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 to view by appointment at our office. Telephone 01437 775176 if you wish to book.

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

Staff at this office will be able to provide 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.

You have the right to request access to the personal information we hold about you, to be informed about the collection and use of your personal information, for incorrect information to be corrected (where the law permits) and to request us to restrict the processing of your personal information. In certain circumstances you have the right to object to the processing of your personal information. Your information will not be subjected to automated decision-making.

Registration information is retained indefinitely as required by law.

If you have any questions or concerns about the collection, use or disclosure of your personal information please contact Registration Manager, The Register Office, Pembrokeshire Archives, Prendergast, Haverfordwest, SA61 2NP.

You have the right to complain to the Information Commissioner's Office about the way we are handling your personal information. Details on how you can do this can be found at

<https://ico.org.uk/>