

READING BOROUGH COUNCIL

Guide to Creating Data Privacy Notices (DPNs) Under GDPR

The identity and contact details of the company				
Reading Borough Council, Reading Register office , Yeomanry House, 131 Castle Hill, Reading, RG1 7TA				
Contact details of the Data Protection Officer				
Ricky.gill@reading.gov.uk				
What Personal Data is held?				
<i>Place of birth, death or marriage, name, address, emails address, telephone number, nationality, (Informant's name, contact details), Time and venue of appointment.</i>				
<i>Marriage enquiry: Nationality, place of marriage</i>				
<i>Birth/death enquiry: Name, DOB, Parents' details, Registration district.</i>				
<i>General Enquiry: Information relating to the enquiry or complaint, contact email, telephone number, address</i>				
How will the data be stored?				
<i>Data is stored on a database on encrypted computers.</i>				
What is the legal basis for the collection, use and storage of the data?				
<i>Collecting this information allows the service to manage customer demand and to deliver a timely service to residents.</i>				
<i>Acts governing this work are:</i>				
<i>Births and Deaths Registration Act 1953 section 7</i>				
<i>Marriage Act 1949 and the Civil Partnership Act 2004</i>				
Give details of how long the data will be stored and criteria used to determine this?				
Nature of Record	Retention Period	Action at the End of that Period	Legislation	Reason eg, statutory requirement, best practice, audit, operational need
Appointment Bookings				
Appointment Bookings on electronic system	1 year	Destroyed	Best Practice	Operational Need
Email & Web contact/general enquiries	1 months	Destroyed	Best Practice	Operational Need
Re-registration spreadsheet – Pending cases Completed cases	3 years 3 months	Delete Delete	Births and Deaths Registration Act 1953	Statutory
Disposal spreadsheet	Until death registered	Delete		Operational need

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Correction spreadsheet and paperwork –	completed cases 3 years	Delete		Statutory
Citizenship Ceremony Spreadsheets	5 Years	Delete	Home office Guidance	Article 6(1)(b) - contract
Who will it be shared with and for what purpose? <i>Data is retained for the fulfilment of the appointment. Appointment and ceremony bookings are made in advance and are finished after the booking has been fulfilled. After which, data is used for statistical purposes and to refer back to if required.</i>				
How can the service user get access to it? <i>Subject Access Request can be made by following the link: www.reading.gov.uk/dataprotection</i>				
State whether any data is to be transferred outside the EU? <i>No data is transferred outside of the EU</i>				
Is processing based on consent? <i>No.</i> <i>If you do not consent to us holding your data then we would not be able to offer you and appointment to deliver the statutory birth, death and marriage services.</i>				
What other rights does the service user have that we have to make known to them? <i>The right to have their data corrected, the right to have their data deleted in certain circumstances and their right to put a complaint to the Information Commissioner's Office (ICO)</i>				
State if there will be any automated decision making We do not use automated decision making				

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