General Register Office Privacy Notice



Data Controller
Department of Finance
Clare House
303 Airport Road
Belfast
BT3 9ED

Data Protection Officer
Craigantlet Buildings
Stoney Road
Belfast
BT4 3SX

E-mail: DataProtectionOfficer@finance-ni.gov.uk

General Register Office (GRO) is a branch within the Northern Ireland Statistics and Research Agency (NISRA), who are an Agency within the Department of Finance (DoF). GRO is committed to protecting your privacy when you use our services.

The Data Protection Act 2018 requires organisations who process personal data to meet certain legal obligations. These obligations are contained within the data protection principles. Within the meaning of the Act and Regulation, the DoF is the Data Controller. This Privacy Notice explains how GRO uses information about you and the ways in which we will protect your privacy.

Why are you processing my personal information?

GRO collects and processes personal information in order to meet our legal obligations and public functions including:

- Civil administration of the marriage and civil partnership law in Northern Ireland along with the registration of births, deaths, adoptions and gender recognition. The office is also responsible for the maintenance of registration records and the production, on request, of certificates in relation to these events;
- To produce statistics and support research using data collected under Civil Registration legislation (Birth, Death, Marriage, Civil Partnership, Adoption and Gender Recognition registration in Northern Ireland) and the Census Act (1969).

We will only collect and hold the minimum amount of personal data necessary in order to provide and manage our services.

What categories of personal data are you processing?

To carry out its duties, amongst other things GRO needs to collect information on:

- personal details
- family and social circumstances
- financial details
- employment and education details
- goods or services provided
- property details

Where do you get my personal data from?

We obtain personal information directly from you and from other government departments.

CCTV

We use CCTV in Colby House (our Headquarters) to maintain the security of property, premises, staff and for the prevention and investigation of crime. For these reasons, the information processed may include visual images, personal appearance and behaviours.

Do you share my personal data with anyone else?

We may share your data with the following to meet our legislative or public function requirements:

- your family, associates or representatives
- central government
- local government
- suppliers and service providers
- financial organisations
- courts, tribunals and parties to litigation
- Police forces

Our Departmental guidance on data sharing provides further information on the factors we shall consider when deciding whether information should be disclosed to other parties.

Do you transfer my personal data to other countries?

Any personal information we process will only be used for the purposes stated or if necessary to fulfil legal or regulatory requirements.

All the personal data we use is processed within the European Economic Area (EEA). Sometimes it may be necessary to transfer personal information outside the EEA. Where this is required, information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of data protection legislation.

How long do you keep my personal data?

We keep personal information about you only for as long as is necessary to fulfil the purpose and in line with the DoF Retention and Disposal Schedule, after which time it will be destroyed securely.

What rights do I have?

Under data protection legislation, you have rights as an individual which you can exercise in relation to the information we hold about you. The Department tries to be as open as possible in terms of giving you access to your personal data. You can find out if we hold any information by making a subject access request. If we do hold information about you, under the law we will, where possible:

- Give you a description of it;
- Tell you why we are holding it;
- Tell you who it could be disclosed to; and
- Let you have a copy of the information in an intelligible form.

To make a request for information on any personal information we may hold, you can email us at DataProtectionOfficer@finance-ni.gov.uk.

Alternatively, you can write to

Data Protection Officer
Craigantlet Buildings
Stoney Road
Belfast
BT4 3SX

If, at any point, you believe the information we process on you is incorrect, you can ask to have this information corrected.

How do I complain if I am not happy?
If you wish to raise a complaint about how we have handled your data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commission:

casework@ico.org.uk

or

Information Commission's Office
ICO Head Office
4th Floor, No.3 Circle Square
5 Hawkshaw Street
Manchester
M1 7BL

Tel: 0303 123 1113

https://ico.org.uk/global/contact-us/