



HM Passport
Office

Privacy Information Notice

May 2018

1. For the purpose of this document the term products and services refers to the products and services provided by Her Majesty's Passport Office and the General Register Office for England and Wales. For more information see [Introduction](#).
2. HM Passport Office will retain and record information from your application electronically when you make an application for a passport or use civil registration services online or using our paper forms. Your information may be used to check HM Passport Office systems and services work securely and effectively. For more information see [How we use the personal information you provide us](#).
3. Information you've given may be checked against information held by other organisations to decide whether to issue, refuse or withdraw a product or service. For more information see [Information from third parties](#).
4. HM Passport Office will pass information about your application or related records to business partners and organisations in the UK and abroad when you use your passport, obtain a service or when it is in the public interest to do so. For more information on Data Processors see [who has access to my personal information?](#)
5. HM Passport Office may share information or application or related records to other business partners or organisations. For more information see [How is my information shared](#).
6. HM Passport Office may pass your data outside of the United Kingdom to business partners. For more information see [Information transferred outside of the United Kingdom](#).
7. You may be contacted by HM Passport Office for additional information or to ask you about our service at a later stage. For more information see [Rectification and Erasure of Data and Restriction for Processing](#).
8. HM Passport Office will ensure that the information you supply to HM Passport Office is accurately recorded on its records. You will have the right to see the information that HM Passport Office holds about you. For more information see [Exercising your right to know what personal information we hold about you](#).
9. HM Passport Office will retain your personal information only for as long as is necessary. For more information see [Where is my personal data held and for how long?](#)
10. HM Passport Office may restrict the information it provides to you following requests for information we hold about you for the purposes of law enforcement. For more information see [Law Enforcement Processing](#).
11. For more information on how to request information or register a complaint see [Other sources of advice and assistance](#) or visit: [HMPO Complaints Procedure](#).

12. If you deliberately give untrue or misleading information, HM Passport Office may share information with the police in the UK or abroad and you could be prosecuted.

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Privacy Information Notice

Introduction

This policy explains your rights as an individual when using services provided by Her Majesty's Passport Office.

Who is responsible for our services

Her Majesty's Passport Office (HM Passport Office) is responsible for the issue of the UK passport and for administering the civil registration process in England and Wales.

The Director General of HM Passport Office, Mark Thomson, who is also the Registrar General for England and Wales, is responsible for issuing passports on behalf of the Home Secretary under the powers of the Royal Prerogative.

The Registrar General is responsible for the registration of life events such as births, deaths, marriages and civil partnerships in accordance with the law¹. The service is delivered locally by registration officers and local authorities in England and Wales.

The Home Office at 2 Marsham Street, Westminster, London SW1P 4DF is the data controller for Passport Data. The Registrar General is a data controller for civil registration data who can be contacted at General Register Office, Trafalgar Road, Southport, PR8 2HH. The Superintendent Registrar is also a data controller for birth, death and marriage registrations and the local authority is a data controller for civil partnership registrations held locally.

The Data Protection Officer, James Alexander, can be contacted at Office of the DPO, Peel Building, 2 Marsham Street, London SW1P 4DF or Email:

dpo@homeoffice.gsi.gov.uk

Our commitment to you

Our aim is to safeguard and manage your personal information and ensure that it is held safely and securely. This will ensure that we protect your personal identity and support the wider Home Office public protection agenda of combating fraud and identity theft.

We will do that by delivering policies and processes that meet the key values of:

Transparency: We will provide clear and accessible information about how and why we gather, use, retain and share personal information as well as making customers aware of how to exercise their rights to access or amend their information.

Trusted and Secure: We will ensure the security and accuracy of personal information, protecting it from loss or unauthorised disclosure. We will ensure that we manage this effectively, regularly monitoring and improving how our processes work.

¹ The main legislation governing civil registration is the Births and Deaths Registration Act 1953, the Marriage Act 1949 and the Civil Partnership Act 2004

Benefits to the Citizen: We will ensure that our management of personal information delivers benefits to the law-abiding citizen, either as an individual (e.g. by helping people travel abroad or access a service) or as a member of society (e.g. by helping protect the public). We will only share personal information with others when Ministers have agreed that such benefits exist in those circumstances, or where there is provision in law to provide access to information.

Proportionality: We will only gather personal information that is needed for carrying out our duties. We will not keep it for any longer than is necessary, ensuring that it is only seen by those who need it to do their jobs. We will only share information with others where the law allows this and we will provide the minimum amount of information needed to achieve the benefit.

Value for Money: We will ensure that we manage our data in a cost effective way so to ensure we deliver value for money to those who pay fees for our services.

For more information visit: <https://www.gov.uk/government/organisations/hm-passport-office/about>

How we use the personal information you provide us

Personal data is processed lawfully under Article 6 (1) (c) and/or (e) of the General Data Protection Regulation (GDPR). Article 6 (1) (c) relates to the lawful processing of personal data for compliance with legal obligations to which the data controller is subject. Article 6 (1) (e) relates to the lawful processing of personal data necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.

The personal information we hold about you is gathered when:

- You make an application for a passport
- You countersign a passport application
- You attend a passport interview
- We require further information from you or a third party to support your application for a passport
- We receive information about your registration of a birth, death, marriage, civil partnership in England and Wales from local registrars or from the British authorities such as Armed Forces or a consul where the event is registered overseas.
- We receive information about a parental order, adoption or gender recognition certificate
- You make an application for a certificate.
- We require further information from you in connection with a passport or registration event, for example, if you apply for a birth, marriage or death entry to be corrected

This information will be used, as appropriate, to enable us to:

- Verify your identity and nationality in order to make a decision on your passport application and assist in its delivery
- Create a central record of registration events and produce indexes to enable any member of the public to apply for and obtain copies of certificates
- Complete our response to any queries or comments you may have, and
- Improve our customer services.

In some cases, we will send you a text or email acknowledging receipt of an application, confirming successful completion of an application or to confirm an appointment, when you have provided us with a mobile telephone number or email address. We will also attempt to send you a text to remind you when your passport is reaching the end of its validity.

Information will be recorded as part of dealing with any applications or queries you make – for example, case notes on how we make a decision on your passport application or whether to correct a civil registration record, or audio recordings of a call made to our call centre.

When using our online services, this sometimes involves placing small amounts of information on your device, for example, computer or mobile phone. These include small files known as cookies. They cannot be used to identify you personally. Our cookies policy provides more information:

<https://www.gov.uk/help/cookies>

In addition, we may sometimes use the personal information we hold about you for a number of other purposes:

- **Customer Research:** You may be contacted about the services we offer and to get your opinion about how such services should be run in the future. Please see [“Exercising other important rights about your personal information”](#) below for information.
- **Training and Assurance:** We may use your personal information when training our staff – primarily when training those conducting interviews or dealing with customers over the telephone. We will also review your personal information as a necessary part of conducting audits to ensure that our staff are carrying out their duties effectively and in accordance with the law.
- **Testing our systems:** We prefer to use “dummy” or anonymised data for testing our IT systems but exceptionally, we may need to use some of your personal information to assist in testing our systems effectively where no other reasonable alternative exists. In such circumstances, we ensure that the security and integrity of your data is never put at risk.
- **Statistical analysis:** In order to review the effectiveness of our services, we will collate information to measure and judge our performance. Wherever possible, we will use anonymised data to achieve this but some of your personal information may be involved in conducting such analysis where no reasonable alternative exists.

Information from third parties.

We may request information from other sources when you have applied for a passport or contacted us about a registration event. We will do this in order to verify information or the authenticity of supporting documents provided by you. This includes:

- Contacting a counter signatory of a passport application
- Obtaining information from other government departments or a credit reference agency
- Contacting the issuer of a supporting document provided by you with your application to ensure that it is authentic – this applies to documents issued in the UK and overseas, and

- If you are called for a passport interview, obtaining information from other government departments or a credit reference agency that helps the interviewer confirm your identity and that the passport application we have checked belongs to you
- Other than counter signatories, information from third parties will only be sought where there is legal power to do so or it is expressly to prevent or detect criminal activity.

Who has access to my personal information?

As part of our Operational processes your personal information will only be available to those who have a need to see it in order to carry out their duties. We have put in place a range of policies, processes, and system controls in order to enforce this principle. Staff who have access to personal information must obtain security clearance and their activity is subject to random audit and review.

A number of organisations are contracted by or subject to agreement with the Director General of HM Passport Office to deliver HM Passport Office services. To do this, they will often handle your personal data on our behalf and under our instructions. These organisations, as “data processors”, conduct the following work:

- **Sopra Steria:** Opening passport applications received in the post and recording their contents onto our passport application processing system; processing reports of passports which have been reported as lost or stolen, and writing to you if we need some additional information to support your application
- **DXC:** Developing and supporting our online application channel, passport application processing system, passport records database and supporting IT systems.
- **De La Rue:** Printing passports where an application has been approved by HM Passport Office.
- **DX Secure:** Delivering passports and returning supporting documents in the UK.
- **DHL:** Delivering passports and returning supporting document to customers outside of the UK.
- **Credit reference agencies:** Assisting with statistical analysis.
- **VFS Global and TLScontact:** provide passport application submission services, interview facilitation, DNA facilitation, and passport and document collection services overseas.
- **The Foreign and Commonwealth Office and FCO Services:** Receive and facilitate processing of some British passport applications made overseas on our behalf.
- **Home Office Digital Data and Technology:** Host and maintain the computer systems used for the registration of births, deaths, marriages and civil partnerships and for online certificate ordering.
- **Post Office Ltd:** Providing the Check & Send service which helps customers submit applications to HM Passport Office.
- **Teleperformance:** Answering initial customer enquiries at our contact centre for the Passport Advice line in the UK and sending letters to invite some applicants to an interview
- **Church of England and other denominations relating to marriage ceremonies held in their buildings.**

- **Kainos, Equal Experts and Interact Consulting** assist with software and programme development of HM Passport Office systems.

HM Passport Office does not share data unless it is lawful, proportionate and relevant to do so.

How is my information shared

HM Passport office may also share data with other government departments, law enforcement agencies and local authorities to help fulfill their aims and objectives.

A copy of any register entry will be provided by the Registrar General 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 local office where the event was registered.

A central index of registration events is publicly available in order to help members of the public identify the registration record they might need. Information about the indexes can be found at [Research your family history using the General Register Office](#).

Civil registrations records are also shared for:

- Statistical or research purposes
- Administrative purposes by official bodies e.g. for ensuring records are up to date
- Fraud prevention or detection.

A full list of the Registrar General's data sharing arrangements can be found at [Annex A](#)

Other services provided by HM Passport Office include:

Passport validation service (PVS) to support the business community and government departments in preventing fraud and crime.

This includes:

- Law enforcement agencies to help prevent and detect crime
- For employment purposes in order to check the immigration status of potential employees
- Facilitate passport and consular services overseas, and
- Financial services to prevent or detect fraud.
- Other government agencies to help fulfill their aims and objectives.

The PVS service may confirm if a passport is valid based on information provided by a PVS customer but will not disclose your personal information. Law enforcement organisations, other government departments and financial bodies may access the Data Verification Application (DVA) system records directly, and may therefore have access to personal data. Data sharing will only take place where there is a statutory power in place that permits the data sharing to occur.

Life Events Verification (LEV) is a service that currently provides for the electronic verification of birth registration data to government departments. LEV will enable

government departments, including HMRC, UKVI, to verify births registered in England and Wales after 2009 instead of checking a paper birth certificate.

Information transferred outside of the United Kingdom.

Information regarding the delivery of your passport or certificate may be shared with DHL who provide a passport delivery services overseas. Your data may be stored outside of the United Kingdom by DHL, but will be stored in a manner that meets HM Passport Office standards.

HM Passport Office may share information with overseas law enforcement agencies such as Europol or Immigration Enforcement Investigation for the purpose of preventing, investigating and prosecuting crime and fraud overseas.

VFS Global and TLScontact, The Foreign and Commonwealth Office and FCO Services receive and facilitate the processing of some British passport applications made overseas on our behalf.

HM Passport Office may contact applicants and counter signatories from outside of the United Kingdom, directly by email, text, phone or post. HM Passport Office cannot assure the integrity of communications or IT systems which do not form part of HM Passport Office services or those of its business partners.

What personal information is held on my passport?

Your passport will contain the following personal information:

Passport number

Surname

First name(s)

Date of birth Place of birth

Gender

Validity Digitised image (photograph)

Signature (if recorded digitally).

Your personal information, digitised image and signature are all located on the personal details page of the passport. The page is in two parts. The upper part is for visual inspection, while the lower part consists of two lines of print which can be read by special passport-reading equipment at immigration controls – it contains no additional information compared to what is listed on the page already. It simply repeats this information in a way that can be easily read by such equipment.

In 2006, HM Passport Office introduced the e-passports, which include a chip. The chip stores your digitised image and the personal information printed on the personal details page of your passport and so there is no personal information held on the chip that you cannot see already.

Once information has been placed on the chip, it cannot be amended. When the chip is being read by passport reading equipment, the information on the chip is protected against third parties reading the information from a distance (known as “eavesdropping” or “skimming”) by an advanced digital encryption technique.

What information is shown on a birth, death or marriage/ civil partnership certificate and adoption?

The format of birth, marriage and death certificates has varied over the years and the content may differ depending on when the event was registered, but generally speaking will include the following information:

Birth:

Registration district and sub district of birth

Entry number, date and place of birth

Name and surname

Gender

Name, surname and occupation of father (if recorded)

Name, surname and occupation of mother

Usual address

Name, surname and usual address of the informant (if not the mother or father)

Date of registration

Name of registrar

Death:

Registration district and sub district of death

Entry number

Gender, date and place of death

Name, surname, maiden name (if applicable)

Occupation and usual address of the deceased

Date and place of birth of the deceased

Name, surname and usual address of the informant

Cause of death

Date of registration

Name of the registrar

Marriage:

District of marriage

Place of marriage

Entry number

Date of marriage

Name and surname of parties to the marriage

Age, condition, rank or profession

Residence at the time of the marriage

Name, surname and rank or profession of each party's father

Signatures of both parties and their witnesses

Name of the person(s) who conducted, and registered the marriage

Adoption:

Entry number

Date of birth

Registration district and sub district of birth, or place and country of birth (if born abroad)

Name and surname

Gender

Name and surname, address and occupation of the parent(s) of the adopted child

Date of adoption order or date on which the adoption was effected

Description of court by whom effected

Date of entry

Signature of officer deputed by Registrar General to attest the entry

Civil Partnership:

Registration Authority where the civil partnership was registered

Date and place of civil partnership registration

Name and surname of civil partners

Date of birth, gender, condition and occupation of the civil partners

Residence at the time of the civil partnership registration

Father's name, surname and occupation of each civil partner

Mother's name, surname and occupation of each civil partner

Signatures of civil partners

Name and surname of witnesses

Signature of civil partnership registrar

Where is my personal data held and for how long?

The databases hosting passport and civil registration records are located in the UK and are subject to security oversight and review in compliance with agreed Government standards. A record held in other formats such as paper or microfiche are similarly subject to oversight and review.

Where you have applied for a passport overseas, records of your application are held securely overseas at consular posts by our partner VFS Global and TLScontact or the Foreign and Commonwealth Office. In some circumstances, our market research partners may store information securely overseas when they are collecting information from participants. We tell participants when this is the case at the point of collection.

Where you have applied for a passport or a certificate, the information gathered will be destroyed at different times based on the information in question and how long it is necessary to keep it. For example: Personal information obtained from other organisations in order to verify information on a passport application or to support an interview will be deleted 28 days after a passport has been issued. Such information may be retained for longer where the application was refused or it is required for the purpose of the prevention or detection of crime.

Information about passport deliveries are ordinarily retained for three months for UK deliveries and six months for overseas deliveries in order to address any subsequent queries from customers and to retain evidence of delivery or attempted delivery. Such information may be retained for longer where it is required for the purpose of the prevention or detection of crime.

We keep records of civil registration events indefinitely as a record to which the public has access. In addition, records of what passports have been issued and the key information included on such passports are kept for 80 years.

We keep our retention periods under review and will update this section should we make changes.

For more information see [What to keep: Home Office guide to managing information.](#)

Your rights in relation to the processing of your personal data

We will ensure that we fulfil our legal duty to comply with the General Data Protection Regulation, including meeting your rights to:

- Request a copy of the personal information we hold about you, subject to a number of exceptions under data protection and civil registration law.
- Make sure that the personal information we hold about you is accurate and ask for a correction if necessary and where legislation allows.
- Expect your personal information gathered during the passport process is never used for the purpose of direct marketing. Please note that civil registration records are records to which the public have access and it is a matter for any purchaser of that record to ensure that personal information is used lawfully.
- Expect processing of your personal information in a way that is likely to cause you damage or distress is prevented or ceased.
- Ask that a decision which would significantly affect you should not be taken by automatic means.

Rectification and Erasure of Data and Restriction of Processing.

HM Passport Office will do its utmost to ensure it records accurately the information provided on applications. If errors exist applicants can contact HM Passport Office to correct records. Evidence may be requested to support a request for change in order to reduce the risk of crime or fraud. HM Passport Office may refuse to amend records where sufficient evidence is not available or where request are not within its legal jurisdiction.

The personal data collected from applications is used to administer existing services, such as confirming the validity of passports or protecting individuals against fraudulent applications submitted in their identity. The erasure or restricted processing of data collected would have a disproportionate impact upon the ability of HM Passport Office to carry out its core functions. Requests for restrictions of processing will be restricted to requests to be excluded from market research.

If you do not wish to be contacted for market research purposes you can contact customerinsight@hmpo.gsi.gov.uk asking to be opted out of market research. In your email you should provide providing the following information:

Title

Full Name

Address

Date of Birth

Email address

Exercising your right to know what personal information we hold about you.

You have the right to be told if HM Passport Office holds any personal information about you and if so to be given a copy. The personal information must be provided to you in a clear form. These are sometimes known as “subject access” rights.

The General Data Protection Regulation also gives you other rights about how your personal information is handled. An individual has the right to:

- Ensure that the personal data held by HM Passport Office about them is accurate
- Be assured that their data is never used for the purpose of direct marketing
- Have processing of their data prevented or ceased if it is conducted in a manner which is likely to cause them damage or distress, and
- Object and state if they do not wish to have a decision which would have a significant effect on them taken by automatic means.

Making a request

If you would like to apply for a copy of your personal information, you should:

Make a request in writing using the details below

Provide us with information to help find your records. At a minimum, this should include:

- Your name
- Your date of birth
- Your address
- Any previous name you were known by

If applicable, your UK passport number, (if you have lost your passport, please try to provide us with an approximate date and place of issue).

Provide us with a means of verifying your identity. The best way of doing this is to provide a copy of the personal details page of your passport. If you do not have a passport, we will accept a photocopy of your photo card driving licence or another form of official photo ID.

Where your request applies solely to information about you contained as part of a civil registration record, such as your birth registration, you should make an application for a copy of the certificate by applying online through the GOV.UK website:

<https://www.gov.uk/order-copy-birth-death-marriage-certificate>

Or by contacting your local Registration office at your local authority.

We have developed a subject access request form for you to use. You do not have to use it in order to make a subject access request. However, it is a useful guide to help you provide all the information we need in order to deal with your application as quickly and smoothly as possible. Download the [Subject access request form](#) here.

We will be happy to help you complete the request. The Citizens Advice Bureau may also be able to help.

Contact details for making a subject access request:
Disclosure of Information Section

Her Majesty's Passport Office
Aragon Court
Northminster Road
Peterborough
PE1 1QG

Email: DPA.Queries@hmpo.gsi.gov.uk

Exemptions to the right to subject access

There may be some cases where we do not provide you with all the information we hold about you. This occurs when some specific exemptions within the General Data Protection Regulation and the Freedom of Information Act 2000 are used or in order to comply with civil registration law. For example, we are allowed to refuse requests where providing personal information would be likely to:

Prejudice the prevention or detection of crime (see [Law Enforcement Processing below](#))
Disclose personal information about another person
Disclose adoption records for those not yet 18 years old
Disclose information which relates to a person who has made an application under the Gender Recognition Act.

When we use an exemption set out in legislation, we will let you know about this in our response to your request. Consideration will be carried out in accordance with the Guides to Information provided by the Information Commissioner's Office.

Law Enforcement Processing

Law enforcement processing is carried out by the Home Office acting as a data controller where the primary purpose of the processing is for the '*prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security*'.

When the Home Office is carrying out law enforcement processing, it may not always be appropriate to provide this information at the point of data collection, or directly to a data subject. This is because it could potentially undermine the law enforcement purpose for which the data is being processed. Further information see [Home Office personal information charter](#).

Restrictions

HM Passport Office may restrict your right to information if doing so would be a necessary and proportionate measure to:

- a) avoid obstructing an official or legal inquiry, investigation or procedure;
- b) avoid prejudicing the prevention, detection, investigation or prosecution of criminal offences or the execution of criminal penalties;
- c) protect public security;
- d) protect national security; or
- e) protect the rights and freedoms of others.

In such circumstances HM Passport Office will notify you in writing of the following:

- what information has not been provided, and the reasons for this;
- your rights of complaint to the Information Commissioner, and to apply to a court.

This requirement to provide information about the exercise of the restriction does not apply if the Home Office decides this would undermine the purpose of applying the restriction.

Other sources of advice and assistance

You also have the right to complain to the Information Commissioner's Office about the way we are handling your personal information.

Further information and advice can be obtained from the Information Commissioner and the Citizens Advice Bureau, whose contact details are as follows:

The Office of the Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Website: [ICO.org.uk](https://ico.org.uk)

Citizen Advice Bureau:

To find your nearest Citizens Advice Bureau, go to the "Get advice" pages of the [Citizens Advice website](#)

Annex A.

List of personal data processing activities by the Registrar General

1. Collection of personal data

DATA PROVIDER	PURPOSE	INFORMATION	PERSONAL DATA	STATUTORY BASIS	LAWFUL BASIS (Under Article 6 GDPR)
Superintendent registrar	To compile and maintain a central record of birth registrations	Registration district and sub district of birth Entry number, date and place of birth Name and surname Sex Name, surname and occupation of father (if recorded) Name, surname and occupation of mother Usual address Name, surname and usual address of the informant (if not the mother or father) Date of registration Name of registrar	Yes	S27 Births and Deaths Registration Act 1953	6 (c) legal obligation The rights to object to processing of personal data or have personal data erased do not apply
Superintendent registrar	To compile and maintain a central record of death registrations	Registration district and sub district of death Entry number, date and place of death Name, surname, maiden name (if applicable) Sex Occupation and usual address of the deceased Date and place of birth of the deceased Name, surname and usual address of the informant Cause of death Date of registration Name of the registrar	Yes, in relation to informant's details	S27 Births and Deaths Registration Act 1953	6 (c) legal obligation The rights to object to processing of personal data or have personal data erased do not apply
Superintendent registrar	Statistical purposes	In relation to birth: Age of mother Age of father or parent (if registered) No. of previous children Date of marriage or civil partnership of parents (if appropriate)	Yes, as linked to registration record	S3 Population Statistics Act 1938	6 (c) legal obligation The rights to object to processing of personal data or have personal data erased do not apply

		<p>Whether the mother had any marriage or civil partnership before that date</p> <p>In relation to death:</p> <p>Condition of deceased (i.e. single, married, etc)</p> <p>Age of surviving spouse or civil partner (if any)</p>			
Superintendent registrar	Statistical purposes	<p>In relation to birth:</p> <p>Industry of employment and employment status</p> <p>In relation to death:</p> <p>Length of stay in a communal establishment</p> <p>Industry of employment and employment status of deceased</p>	Yes, as linked to registration record	No provision as collected voluntarily	<p>6 (e) public task</p> <p>The right to have personal data erased does not apply</p>
Superintendent registrar	To compile and maintain a central record of marriage registrations	<p>District of marriage</p> <p>Place of marriage</p> <p>Entry number</p> <p>Date of marriage</p> <p>Name and surname of parties to the marriage</p> <p>Age, condition, rank or profession</p> <p>Residence at the time of the marriage</p> <p>Name, surname and rank or profession of each party's father</p> <p>Signatures of both parties and their witnesses</p> <p>Name of the person(s) who conducted, and registered the marriage</p>	Yes	S58 Marriage Act 1949	<p>6 (c) legal obligation</p> <p>The rights to object to processing of personal data or have personal data erased do not apply</p>
Parties who have formed a civil partnership	To compile and main a central record of civil partnership registrations	<p>Registration Authority where the civil partnership was registered</p> <p>Date and place of civil partnership registration</p> <p>Name and surname of civil partners</p> <p>Date of birth, sex, condition and occupation of the civil partners</p> <p>Residence at the time</p>	Yes	S30 Civil Partnership Act	<p>6 (c) legal obligation</p> <p>The rights to object to processing of personal data or have personal data erased do not apply</p>

		<p>of the civil partnership registration</p> <p>Father's name, surname and occupation of each civil partner</p> <p>Mother's name, surname and occupation of each civil partner</p> <p>Signatures of civil partners</p> <p>Name and surname of witnesses</p> <p>Signature of civil partnership registrar</p>			
Adoption court orders from relevant courts in England and Wales and some overseas adoptions	To compile and maintain a central record of adoptions	<p>Entry number, date and place of birth</p> <p>Name and surname</p> <p>Sex</p> <p>Name, surname address and occupation of parents</p> <p>Date of adoption and name of court</p> <p>Date of entry</p> <p>Officer who attested the entry</p>	Yes	S77 Adoption and Children Act 2002	<p>6 (c) legal obligation</p> <p>The rights to object to processing of personal data or have personal data erased do not apply</p>

2. Sharing of registration information

RECIPIENT	PURPOSE	INFORMATION	PERSONAL DATA	STATUTORY PROVISION	LAWFUL BASIS (under Article 6 GDPR)
Applicant for a certificate	To obtain a certified copy of a birth, death, marriage, civil partnership or adoption entry	Where the applicant can identify the relevant entry and pay the fee, all the information in a birth, death or marriage entry; name, surname and date of birth for a short birth or adoption certificate; full details from a civil partnership entry where the applicant can provide the address of the civil partners; all information excluding address of the civil partners where the applicant cannot provide it.	Yes	S30 and 33 Births and Deaths Registration Act 1953 S65 Marriage Act 1949 Regulation 13 Civil Partnership (Registration provisions) Regulations 2005 S78 Adoption and Children Act 2002	6 (c) legal obligation The rights to object to processing of personal data or have personal data erased do not apply
Statistics Board (Office for National Statistics)	To support UK Statistics Authority requirement to produce statistical information	Birth, Death, Still-birth, Adoption, Marriage and Civil partnership registrations Any other birth or death information received by the RG (includes Birth, Still-birth, and Death confidential and voluntary statistical information)	Yes	S42 Statistics and Registration Service Act 2007	6 (e) public task The right to have personal data erased does not apply
Secretary of State for Health and Social Care	To assist the Secretary of State in the performance of functions in relation to health	Birth, Death and Adoption registrations. Any other birth and death information kept under legislation	Yes	S270 National Health Service Act 2006	6 (e) public task The right to have personal data erased does not apply
Welsh Ministers (for Health)	To assist Welsh Ministers in the performance of functions in relation to health	Birth, Death and Adoption registrations. Any other birth and death information kept under legislation	Yes	S.201 National Health Service (Wales) Act 2006	6 (e) public task The right to have personal data erased does not apply
Department for Education	For research purposes	For research purposes any information that relates to a person who was or may have been under 18 at the time of death	Yes, in relation to the parents of the deceased and the informant	S32 Children and Young Persons Act 2008	6 (e) public task The right to have personal data erased does not apply
Public sector agencies and law enforcement organisations	For the prevention, detection, investigation and prosecution of offences	Verification of birth, death and marriage registration information when requested	Yes	Schedule 6 Immigration Act 2014	6 (e) public task The right to have personal data erased does not apply

Her Majesty's Passport office	To assist the Home Secretary in the performance of duties in connection with passport issue	Verification of information provided for the purposes of, or in connection with, an application for the issue of a passport, or determining whether to withdraw an individual's passport	Yes	S10 Identity Documents Act 2010	6 (e) public task The right to have personal data erased does not apply
Variety of Libraries and Records Offices	For the RG to provide an index of registration events	A microfiche subset of birth, death, marriages, civil partnership, adoption and overseas indexes	Yes	S30 Births and Deaths Registration Act 1953 S65 Marriage Act 1949 Regulation 13 Civil Partnership (Registration provisions) Regulations 2005 S78 Adoption and Children Act 2002	6 (c) legal obligation The rights to object to processing of personal data or have personal data erased do not apply
Adopted People	To enable adopted people to trace their original birth record	Information to allow them to purchase a certificate of original birth record	Yes	S79 and Schedule 2 Adoption and Children Act 2002	6 (c) legal obligation The rights to object to processing of personal data or have personal data erased do not apply
Adoption Agencies (Intermediary Agencies)	To enable adopted people to trace their original birth record and make contact with birth relatives	Information from the Adopted Children Register, Adoption Contact Register, court details and original birth details as required	Yes	Regulation 13 Adoption Information and Intermediary Services (Pre-Commencement Adoptions) and equivalent Welsh Regulations 2005. The Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 Regulation 18 Access to Information (Post-Commencement Adoptions) (Wales) Regulations 2005	6 (c) legal obligation The rights to object to processing of personal data or have personal data erased do not apply
Adopted people and birth relatives	To facilitate contact between adopted people and birth relatives	Information from adopted people and their relatives which is necessary to complete an application for the Adoption Contact Register	Yes	S80 Adoption and Children Act 2002	6 (c) legal obligation The rights to object to processing of personal data or have personal data erased do not apply