

Registrars Service

Privacy Notice

This East Ayrshire Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at Council Offices, London Road, Kilmarnock KA3 7BU and you can contact our Data Protection Officer by post at this address, by email at : information.governance@east-ayrshire.gov.uk or telephone on 01563 57 6094.

Registrars provide various services to individuals including :

- Registering birth, deaths, marriages and Civil Partnerships
- Conducting Civil Ceremonies
- British Citizenship
- Tell Us Once
- Nationality document return service
- Nationality checking service
- European passport return service
- Joint Citizenship and Passport
- Scotland's People Centre & Genealogy Services
- Education Appeals
- Processing Footwear & Clothing Grants
- Work Permits

Further details of the services provided can be located at :

<https://www.east-ayrshire.gov.uk/CouncilAndGovernment/BirthMarriageAndDeath/Birth-marriage-and-death.aspx>

Who is responsible for your information?

All personal information is held and processed by East Ayrshire Council in accordance with the Data Protection law. For information on the role of Data Controller, Data Protection Officer and Contact Details for the Council, please refer to the '[Privacy Statement](#)' of the Council's website:

What information do we need and why?

Individuals provide personal information to allow us to provide the above services. Personal information will include; name, address, date of birth, gender, ethnicity and nationality.

We also use information to verify identity where required, contact you by post, email or telephone and to maintain our records.

What is the lawful basis for processing the data ?

The lawful basis for processing personal data are set out in Data Protection legislation. In this case the lawful basis for processing individuals' data are:

- (1) Contract - The processing is necessary for a contract
- (2) Legal Obligation - The processing is necessary to comply with the law

Special Category Data

Data Protection legislation defines Special Category Data as data relating to the processing of personal data regarding racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership and the processing of genetic data, biometric data, data concerning health or data concerning a person's sex life or sexual orientation.

Registrars will have a requirement to process some types of Special Category Data and in particular:

- Racial, ethnic origin, or nationality information for monitoring purposes or for legal requirements

The lawful basis for processing Special Category Data is:

- (1) The processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

Who will we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is covered in our Council's privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011. Includes sharing information with :

- Home Office and other immigration authorities
- National Records of Scotland
- Police Scotland
- Department of Work and Pensions

How long do we keep your information?

Registrars will only keep your personal data for the minimum period amount of time necessary. Full details of how long Registrars retains personal data can be found in the Council's [Retention Schedule](#). After this time personal data will be securely destroyed.

Providing accurate information

It is important that we hold accurate and up to date information. If any details have changed, or change in the future, then individuals should ensure that they inform Registrars as soon as possible so that they can update their records.

Individuals' data processing rights

Under data protection legislation, individuals have the right to request access to information about them that the Council holds. Further details can be found in the Council's [Privacy Statement](#).

Individuals also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means; and
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- in certain circumstances, transfer their data to another organisation (data portability)

Individuals can contact the Council regarding their data protection rights and the processing of their data. Details of how to do this can be found on the Council's Privacy statement.

If individuals have a concern about the way Registrars is collecting or using their personal data, they should raise their concern in the first instance with the Councils' Data Protection Officer; contact details can be found on the Councils' [Privacy Statement](#).