



Civil Registration Service

An tSeirbhís um Chlárú Sibhialta

Data Policy

What We Do With Your Personal Data

December 2018

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Introduction: What is GDPR?

GDPR is the European Union General Data Protection Regulation. It came into effect on 25 May 2018. It sets out a series of new EU laws concerning how data can be processed and used by organisations. The objective of the regulation is to strengthen and standardise data protection laws for all EU citizens. These regulations will apply to any organisation that collects & stores personal data (a Data Controller) and also any other organisation working on the instructions of the Data Controller (a Data Processor). Those responsible for adhering to these regulations include employees of the relevant organisation, including contractors, consultants, agents and third parties who have access to data either directly or indirectly.

SECTION 1: DATA CONTROLLER AND DATA PROTECTION OFFICER CONTACTS

1.1 Who controls your personal data and how do you contact them?

The Civil Registration Service is the Data Controller for all personal data collected by it for the purpose of the maintenance, management and control of the system of civil registration in the State. It comprises of two public bodies, the General Register Office and the civil registration offices in the Health Service Executive (HSE). The roles of the GRO and HSE are as follows:-

General Register Office (GRO)

The main functions of the GRO are to maintain, manage and control the system of civil registration in the State, and to maintain the registers, indexes and related records. The GRO is an independent public authority under the aegis of the Department of Employment Affairs and Social Protection.

Health Service Executive (HSE)

The HSE is responsible for the day to day delivery of the service through the local civil registration offices under the overall management, control and supervision of the GRO.

You can contact the General Register Office in any of the following ways:

By e-mail: gro@groireland.ie

By phone: 090 6632900 or 1890 252076

By post: The General Register Office,
Government Offices,
Convent Road,
Roscommon,
Co Roscommon
F42 VX53

A list of civil registration offices may be found at www.hse.ie .

1.2 If you are concerned about what we do with your personal data - contact our DPO

You can contact our Data Protection Officer (DPO) in any of the following ways:

By e-mail: gro@groireland.ie

By post: Data Protection Officer,
General Register Office
Convent Road
Roscommon
Co Roscommon
F42 VX53

SECTION 2: WHEN DO WE COLLECT PERSONAL DATA ABOUT YOU?

The Civil Registration Service collects personal data in the following situations:-

- When registering adoptions, births, stillbirths and deaths and the late registration and re-registration of these events
- When notice of intention to marry is given
- In relation to the solemnisation of civil marriages
- The registration of marriages, and
- Issuing certificates of vital events.

We may also collect data from legal representatives and public representatives acting on your behalf, or from other people, approved by you to act on your behalf.

SECTION 2A: WHAT TYPES OF PERSONAL DATA DO WE COLLECT?

It is the policy of the Civil Registration Service to only collect the information that is required for the immediate purpose. The Civil Registration Service maintains all registers of births, adoptions, stillbirths, marriages, civil partnerships, gender recognition and deaths. The data entered in the registers is prescribed by law and forms the basis for all certificates issued by the Civil Registration Service. The data entered in the registers may only be amended or corrected in accordance with the Civil Registration Act, 2004 (as amended).

Personal data which is not entered in the registers such as proof of identity, support documentation in respect of marriages, late registrations or re-registrations is also collected.

Personal data can include the following:

- name
- address
- date of birth
- Personal Public Services Number (PPSN)
- civil status
- phone number
- email address
- payment details

Data in relation to religious and philosophical beliefs may be processed when recording a notice of intention to marry and DNA data may be used in the correction of an error relating to the recording of a father in an entry in the register of births.

SECTION 3: THE LEGAL BASIS AND PURPOSES OF PROCESSING

3.1 Legal Basis for all processing

The Civil Registration Service was established under the Civil Registration Act, 2004 and is governed by that Act and a number of other instruments of primary and secondary legislation which permit and/or require the processing of personal data. Should you wish to know more about these, please see the list which is included as an appendix to this policy.

3.2 The categories of processing undertaken by the Civil Registration Service

We process personal data for the following purposes:-

- The registration of adoptions, births, stillbirths and deaths and the late registration and re-registration of these events
- ensuring that the legal preliminaries for valid marriages are complied with
- solemnisation of civil marriages
- registration of marriages
- issuing certificates of vital events, and
- the production of Vital Statistics by the Central Statistics Office.

In certain situations, data may also be shared with other organisations, in accordance with legislation and as outlined in Section 5 below. In all cases, data sharing arrangements are in place.

Note: This document may be updated as any new processing activities are identified. In line with the GDPR, the Civil Registration Service undertakes to consult with its Data Protection Officer and, if necessary, with the Office of the Data Protection Commissioner before commencing any new data processing activities. The Civil Registration Service also undertakes to ensure that Data Protection Impact Assessments are conducted before any new data process is started and to update this document accordingly.

SECTION 4: WHERE DO WE STORE YOUR PERSONAL DATA?

4.1 Electronic storage of your personal data

The majority of personal data stored by the Civil Registration Service is stored electronically on the civil registration computer system which is maintained and managed by the Department of Employment Affairs and Social Protection. These systems are fully protected by anti-virus and anti-malware software.

Access is controlled by every staff member having a unique login username and password which is controlled by individual digital certificate, with usernames linked to the minimum permissions necessary to allow the staff member to work in a secure environment and to only access the personal data that they need to carry out their official duties.

4.2 Storage of hard copy (paper) files

Where the Civil Registration Service holds paper records containing your personal data, these are stored on individual files which are secured on official premises and where only our staff can access them. This is achieved through physical security, where access to offices is by use of a swipe card or fob, and where visitors are screened, signed in and accompanied by a member of staff, so that they cannot access any personal data.

SECTION 5: SHARING PERSONAL DATA

5.1 Categories of recipients with whom we may share your personal data

The Civil Registration Service is permitted and/or required to share personal data with a range of public bodies and authorities in accordance with law.

The Civil Registration Service shares personal data with the following public bodies:-

- The Department of Employment Affairs and Social Protection
- The Central Statistics Office
- SUSI
- The Department of Culture, Heritage and the Gaeltacht
- Public representatives & legal representatives
- IT consultants and general contractors, where they may be working on enhancing data handling systems & processes.

5.2 Will Your Personal Data be Transferred out of the EEA?

Personal data will not be transferred out of the EEA.

5.3 Are we allowed to transfer your data outside of the EU and EEA?

Personal data may not be transferred out of the EU and EEA.

SECTION 6: HOW LONG WILL WE KEEP YOUR PERSONAL DATA?

6.1 Overall policy for the retention of personal data - Storage limitation policy

The Civil Registration Service retains personal data in perpetuity. There are a number of reasons for this.

- Civil registration is carried out primarily for the purpose of establishing the legal documents to verify the facts contained therein without having to constantly prove these facts through other means, such as your date of birth, marriage etc.
- The records play a vital role in establishing identity and nationality, and for access to a wide range of public and private services.
- The records are a source of vital statistics which are used for planning and policymaking. The registers must be retained in perpetuity so that certificates can be issued from the registers, and for the purposes of historical and genealogical research.
- The registers are an important part of the history and heritage of the nation, both as documents in and of themselves, and as records of vital events.

Where data is captured and required for specific reasons and does not need to be retained beyond a set timeframe, this data will be deleted as soon as its purpose has been served.

SECTION 7: ADDITIONAL PROCESSING OF PERSONAL DATA

7.1 Will your personal data be used for a purpose other than for which it was collected?

The Civil Registration Service is required by law to collect and process personal data for a range of purposes referred to in Section 5. In addition we use personal data in the following ways:-

- When a birth is registered the Department of Employment Affairs and Social Protection is notified and a Personal Public Service Number (PPSN) is generated in respect of the child. A PPSN is necessary for the payment of Child Benefit and access to a range of other public services
- Marriage notification data is shared with the Department of Justice & Equality and the Garda National Immigration Bureau for the purpose of the prevention of sham marriages
- Civil registration data is provided to the Department of Employment Affairs and Social Protection for the purposes of administration and control of schemes administered by the department
- Birth registration data is shared with TUSLA and the Adoption Authority
- Data may be given to persons engaged in medical or social research or to medical officers of the HSE.

SECTION 8: YOUR RIGHTS AS A DATA SUBJECT

All persons in respect of whom personal data is held (data subjects) have the following rights under EU General Data Protection Regulation (or GDPR) and Irish data protection legislation:-

8.1 The right to access to your personal data (or the information that we have on you)

A person is entitled to request copies of any personal data that the Civil Registration Service has collected and stored relating to that person. Such requests can be submitted by post or e-mailing the Subject Access Request Form at Appendix 2.

The Civil Registration Service may need to verify your identity before any request for copies of your personal data are processed. Under the GDPR, public authorities have one month in which to process these requests.

8.2 The right to the correction of incorrect personal data held by the Civil Registration Service and the right to object to the processing of personal data which may be incorrect

Correction of errors in the registers is provided for under the provisions of the Civil Registration Act 2004 (as amended). A person may make an application to any registrar to have an error corrected in accordance with the relevant legislative provisions.

8.3 The right to the erasure of personal data

Personal data recorded in the registers is retained in perpetuity. See paragraph 6.1 for more information.

8.4 The right to object to automated decision making by the Civil Registration Service

The GDPR gives a person the right to object to automated decision making by computer systems, where there is a legal or significant impact on the person. An automated decision is a decision which is made entirely by a computer system, without the intervention of one of our officers. The only automated decision of the Civil Registration Service is the allocation of a PPSN to a child on the registration of its birth.

8.5 The right to be notified of a Data Breach

The Civil Registration Service is obliged to let a person know when their personal data may have been lost, destroyed or given to a person or organisation who shouldn't have received it. The Data Protection Commissioner would also be notified.

The Civil Registration Service has a range of security measures in place to protect personal data.

8.6 The right to complain to the Office of the Data Protection Commissioner (ODPC)

You may complain to the Office of the Data Protection Commissioner (ODPC) if you think that processing of your personal data by the Civil Registration Service has infringed your data protection rights.

The ODPC can be contacted at:

**Canal House,
Station Road,
Portarlington,
Co. Laois,
R32 AP23.**

8.7 Exercise of your rights

The Civil Registration Service must allow a person to exercise the rights outlined above. You can make a request under any of these rights to the Civil Registration Service at the address in section 1.2 of this document (Subject Access Request Form is at Appendix 2).

When your identity has been verified, the Civil Registration Service will provide the information that you have requested as soon as possible, but in any event, not less than one month following the request.

In the case of complex requests, or where the request involves a large number of records the time taken to respond may be extended to 2 months. Should this happen, the person will be informed of this and of the reason for the extension of time. If a person is dissatisfied a complaint may be made to the Data Protection Commissioner.

If an electronic request is made it must be responded to electronically, unless the person specifies otherwise.

Requests for data access and the exercising of rights under the GDPR are free of charge. If excessive requests are made (e.g. make the same one repeatedly) or requests have no basis in fact, the Civil Registration Service may either charge a fee or refuse the request.

SECTION 9: FURTHER INFORMATION - OPERATIONAL GUIDELINES

If a person requires additional information concerning the services or activities of the Civil Registration Service, this information may be obtained at www.groireland.ie.

Ends

Appendix 1

Principal legislation under which the Civil Registration Service operates.

(a) Primary Legislation

1. Civil Registration Act 2004 (as amended)
2. Civil Registration (Amendment) Act 2012
3. Civil Partnership and Certain Rights and Obligations of Cohabitants Act 2010
4. Civil Registration (Amendment) Act 2014
5. Marriage Act 2015
6. Gender Recognition Act 2015
7. Adoption Act 2010
8. Family Law Act 1995
9. Status of Children Act 1987
10. Domicile and Recognition of Foreign Divorces Act 1986
11. Vital Statistics and Births, Deaths and Marriages Registration Act 1952
12. Legitimacy Act 1931

(b) Regulations

1. Civil Registration Act, 2004 (Section 27) (Commencement) Order 2004
2. Civil Registration Act, 2004 (Section 65) (Commencement) Order 2004
3. Civil Registration Act, 2004 (Commencement) Order 2005
4. Civil Registration (Reduced Fees) Regulations 2005
5. Civil Registration (Short Birth Certificate) Regulations 2005

6. Registration of Adoptions and Marriages (Abridged Certificate) Regulations 2005
7. Civil Registration Act, 2004 (Commencement) Order 2007
8. Health Act, 2007 (Commencement) (No3) Order 2007

9. Register of Solemnisers (Correction of Errors) Regulations 2007
10. Civil Registration (Fees and Allowances) Regulations 2007
11. Civil Partnership and Certain Rights and Obligations of Cohabitants (Commencement) Order 2010
12. Civil Registration (Delivery of Notification of Intention to Marry) (Prescribed Circumstances) Regulations 2010
13. Civil Registration (Marriage Registration Form) Regulations 2010
14. Civil Registration (Register of Marriages) (Correction of Errors) Regulations 2010

Appendix 2

GENERAL REGISTER OFFICE
SUBJECT ACCESS REQUEST FORM

Request for Access to Personal Data under the General Data Protection Regulation 2018.

Note: Proof of identity must accompany this Subject Access Request Form.

Please complete all parts.

Part 1- Details of Data Subject (person making request)
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Contact Details (*in block capitals*):

Full Name:

Address:

Contact Phone Number:

Email Address (where applicable):

Part 2 – Details of Request

To assist us in locating the data requested, please include details of your interaction with this Office in the past (e.g. please state the section(s) you have corresponded with / the types of applications or requests you may have made etc)

Please indicate the period of time for which the data is being sought.

Please provide any reference numbers relating to your contact with this office.

Please outline details of the data sought.

Part 3 – Verification of identity

In order for us to verify your identity, please provide the following information

- Your name
- Postal address
- Provide a copy of photographic ID (Public Services card/passport/drivers licence).

Part 4 - Declaration

I declare that all the details I have provided in this form are true and complete to the best of my knowledge.

Signature of Requester: _____

Date: _____

Please return the completed form by post to:
Data Access Section,
General Register Office,
Government Offices,
Convent Road,
Roscommon.
F42 VX53

or e-mail (scanned) to:

gro@groireland.ie

Further information on Data Protection:

- The website of the Data Protection Commissioner – www.dataprotection.ie or
- Make contact with the Office of the Data Protection Commissioner by phone on Tel 1890 252231 or by email on info@dataprotection.ie.

Checklist

Have you:

1. Completed the Subject Access (SAR) Request form in full - YES/NO
2. Signed and dated the Declaration on the SAR form - YES/NO
3. Included a copy of photographic ID - YES/NO