Service Area: Public Protection
Work Area: Registration Service
Contact Details: 01443 863478
registrars@caerphilly.gov.uk
Privacy Notice Name: Registration of Births, Deaths, Marriages & Civil Partnerships
Description of Privacy Notice: This policy explains how the information we collect about you is used and your rights in relation to that information

How we will use your information

This document explains how the information we collect about you is used and your rights in relation to that information. Our aim is not to be intrusive, and we won’t ask irrelevant or unnecessary questions. The information you provide will be subject to rigorous measures and procedures to make sure it can’t be seen, accessed or disclosed to anyone who shouldn’t see it.

Personal information collected from you in order to register an event is required by law.

The main legislation which governs the collection of registration information is:

- The Births and Deaths Registration Act 1953
- The Marriage Act 1949

You may be legally obliged by these acts, and other pieces of legislation, to provide certain pieces of information. If you fail to provide information you are required to give us you may, amongst other things, be liable to a fine, or we may not be able to provide the service you are applying for, such as a marriage or a civil partnership.

Personal information may also be collected from you if you are make an application to this office, for example for a certificate or to correct information contained in a register entry.

The information you provide will be held and processed by registration officers for this registration district.

A copy of any register entry held at this office will be provided by this office, 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 General Register Office.
Indexes for events registered at this office are publicly available in order to help members of the public identify the registration record they might need. Indexes are available in hard copy format and electronically. The index to historical records is made available for searching online.

A copy of the information collected by a registration officer will also be sent to the Registrar General for England and Wales so that a central record of all registrations can be maintained.

Registration information held at this office may be shared with other organisations in the course of carrying out our functions, or to enable others to perform theirs.

We will only share information where there is a lawful basis to do so for the following reasons:

1. Statistical or research purposes

2. Administrative purposes by official bodies e.g. ensuring their records are up-to-date in order to provide services to the public

3. Fraud prevention or detection, immigration and passport purposes

Further information on data held by the registration service and a full list of the organisations with whom registration data is shared, the purpose and the lawful basis for sharing the data can be found at Annexe A below. Alternatively, staff at this office will be able to provide the information.

Telephone Calls

We will inform you if we record or monitor any telephone calls you make to us. Calls made direct to, or from, the council's Contact Centre may be recorded and kept for a minimum of 1 year to a maximum of 2 years from the date of the call. If the call is transferred to a member of staff in the Register Office, the recording stops. Calls may be recorded if telephoning direct to other service teams on alternative numbers

Financial details

We do not record any financial card details if you make payments by telephone. We retain the merchant copy receipt for 7 months after the payment has been made.

Emails

If you email us we may keep a record of your contact, your email address and the email for our record keeping of the transaction. For security reasons, we will not include any confidential information about you in any email we send to you, unless you consent to this

We suggest that you keep the amount of confidential information you send to us via email to a minimum and use our secure online forms and services.

Other services

We also offer non-statutory services as follows:

- Naming Ceremonies
- Re-affirmation of Vows Ceremonies
- European Passport Return Service
The information you provide for these services will be subject to the same rigorous measures and procedures as the registration service information we gather to make sure it can’t be seen, accessed or disclosed to anyone who shouldn’t see it.

We use names and contact details to make appointments for these services. For Naming and Re-affirmation ceremonies we retain a record of the occasion that includes names and date and place of the event. This information is only retained for audit purposes and data or information is not shared.

For EPRS we use names and contact details for the appointment. The customer will have completed an online form prescribed by the Home Office. We simply check and send supporting documents provided by the customer, including photocopying and certifying the passport before handing it back to the customer. We then send all details as required by legislation to the Home Office. No data or information is retained by the registration service or local authority.

**Electronic appointment and ceremony booking system**

We use an online booking system for the recording of Births, Deaths, Marriages and Citizenship appointments and for marriage, civil partnership and naming and re-affirmation ceremonies and EPRS.

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 only used for statistical purposes and to refer back to if required.

The nature of the processing is collection of the data through online forms completed by customers (members of the public), forms completed by call centre operatives on behalf of a customer and under their instruction or by a member of the registration service staff under the customer’s instruction.

The purpose of the processing is to enable the service to schedule the appropriate appointment or ceremony.

The type of data we may process in the system:

- Names,
- Dates of birth,
- Dates of death,
- Dates of ceremonies,
- Addresses, Email addresses and telephone numbers,
- Marital status,
- Disabilities,
- Nationality,
- Informants’ names

Members of the public are data subjects.

Data is archived and removed according to the Registration Service Retention Policy.

**Electronic Display of Marriage and Civil Partnership Notices**

We use a digital display of marriage and civil partnership notices. Data is held for the duration of the notice period. Currently that is 28 days for marriage or civil partnerships.
The nature of the processing is collection of the data through notice of marriage and civil partnership appointments. The purpose of the processing is to enable the service to display the notices as required by law.

The type of data we may process in the system:
Names
Dates of birth
Date of ceremony (not on public display)
Sex
Marital status
Occupation
Place of residence (not on public display in a civil partnership notice)
Period of residence within the district
Location of ceremony
Nationality

Parties to be married or form a civil partnership are the data subjects.

Data is archived and removed according to the Registration Service Retention Policy.

Your Rights (Including Complaints Procedure)

You have the right to request access to the personal information we hold about you, to be informed about the collection and use of your personal information, for incorrect information to be corrected (where the law permits) and to request us to restrict the processing of your personal information. In certain circumstances you have the right to object to the processing of your personal information. Your information will not be subjected to automated decision-making.

If you have any questions or concerns about the collection, use or disclosure of your personal information, please contact the Superintendent Registrar.

If you are unhappy with the way that Caerphilly Registration Service has handled your request or information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

Please follow this link for further information on the complaints process.


If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Details on how you can do this can be found at:

https://ico.org.uk/

How long will we retain your information?

Details of retention periods

We will not keep your information longer than it is needed or where the law states how long this should be kept. We will dispose of paper records or delete any electronic personal information in a secure way according to a defined Retention Policy. How long Caerphilly Registration Service retains information is determined through statutory requirements or best practice.
• Registration information is retained indefinitely as required by law.
• Information contained in certificate applications is retained for 2 years
• Information contained in notices of marriage or civil partnership is retained for 5 years
• Personal details recorded in general appointment schedules are deleted 1 year after the appointment
• Personal details recorded for the purposes of ceremony bookings are deleted 1 year after the ceremony took place or was due to take place

Identity of Data Controller and Data Protection Officer

The Superintendent Registrar is a data controller for birth, marriage and death registrations and the local authority is a data controller for civil partnership registrations.

Please contact Della Leigh Mahony, Superintendent Registrar, The Register Office, Penallta House, Tredomen Park, Ystrad Mynach CF82 7PG.

Tel: 01443 863478

mahond@caerphilly.gov.uk or registrars@caerphilly.gov.uk

The Registrar General for England and Wales is a joint data controller for birth, marriage, death and civil partnership registrations and can be contacted at:

The General Register Office, Trafalgar Road, Southport, PR8 2HH.
## ANNEXE A

### Details of main users of your information

List of processing activities for registrars, superintendent registrars and registration authorities

1. **Collection of data**

<table>
<thead>
<tr>
<th>DATA PROVIDER</th>
<th>PURPOSE</th>
<th>INFORMATION</th>
<th>PERSONAL INFORMATION</th>
<th>STATUTORY BASIS</th>
<th>LAWFUL BASIS (under Article 6 GDPR)</th>
</tr>
</thead>
</table>
| *Qualified informant* | To complete a birth registration (including still birth) | 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 | S1 Births and Deaths Registration Act 1953  
Regulation 7 Registration of Births and Deaths Regulations 1987 | 6 (c) legal obligation  
The rights to object to processing of personal data or have personal data erased do not apply |
| *Qualified informant* | Statistical purposes | Age of mother  
Age of father or parent (if registered)  
No. of previous children  
Date of marriage or civil partnership of parents (if appropriate)  
Whether the mother had any marriage or civil partnership before that date | Yes, as linked to the birth registration | S1 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 |
| *Qualified informant* | Statistical purposes | Industry of employment and employment status | Yes, as linked to the birth registration | No provision (collected voluntarily) | 6 (e) public task  
The right to have personal data erased does not apply |
| *Qualified informant* | To complete a death registration | Registration district and sub district of death  
Entry number, date and place of death  
Name, surname, maiden name (if applicable)  
Sex | Yes, in relation to informant's details | S15 Births and Deaths Registration Act 1953 | 6 (c) legal obligation  
The rights to object to processing of personal data or have personal data erased |
<table>
<thead>
<tr>
<th>Role of the person</th>
<th>Information required to complete a death registration</th>
<th>Link to legal obligation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Qualified informant</em></td>
<td>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</td>
<td>S1 Population Statistics Act 1938</td>
<td>do not apply</td>
</tr>
<tr>
<td><em>Qualified informant</em></td>
<td>Condition of deceased (i.e. single, married etc.) Age of surviving spouse or civil partner (if any)</td>
<td>Yes, as linked to death registration which contains the informant's details</td>
<td>6 (c) legal obligation</td>
</tr>
<tr>
<td><em>Qualified informant</em></td>
<td>Length of stay in a communal establishment Industry of employment and employment status of the deceased</td>
<td>Yes, as linked to death registration which contains the informant’s details</td>
<td>6 (e) public task</td>
</tr>
<tr>
<td>Doctor certifying a death via a Qualified informant*</td>
<td>Name and age of deceased Cause of death Interval between onset of disease and death Place of death and if in a hospital, the name of the consultant Date last seen alive Whether seen or not seen after death Whether referred to the coroner and by whom Whether additional medical details sought Signature of certifying doctor, residence and qualification</td>
<td>Yes</td>
<td>The right to object to processing of personal data or have personal data erased do not apply</td>
</tr>
<tr>
<td>Coroner</td>
<td>Information required to complete a death registration and coroner’s name. May include informant’s details</td>
<td>Yes</td>
<td>The rights to object to processing of personal data or have personal data erased do not apply</td>
</tr>
<tr>
<td>Party to a marriage</td>
<td>Name and surname Date of birth</td>
<td>Yes</td>
<td>The rights to object to processing of personal data or have personal data erased do not apply</td>
</tr>
<tr>
<td>Party to a marriage</td>
<td>Name and surname Date of birth</td>
<td>Yes</td>
<td>The rights to object to processing of personal data or have personal data erased do not apply</td>
</tr>
<tr>
<td>Party to a marriage</td>
<td>Marriage registration</td>
<td>Sex, Condition, Occupation, Address, Period of residence, Place of marriage, Nationality</td>
<td>Yes</td>
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</tr>
<tr>
<td>Party to a civil partnership</td>
<td>Civil partnership notice</td>
<td>Name and surname, Date of birth, Sex, Condition, Occupation, Address, Period of residence, Place of formation of civil partnership, Nationality</td>
<td>Yes</td>
</tr>
<tr>
<td>Party to a civil partnership</td>
<td>Civil partnership register</td>
<td>Registration Authority where the civil partnership was registered, Date and place of civil partnership registration, Name and surname of civil partners, Date of birth, sex, 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</td>
<td>Yes</td>
</tr>
</tbody>
</table>
2. Sharing of registration information

<table>
<thead>
<tr>
<th>RECIPIENT</th>
<th>PURPOSE</th>
<th>INFORMATION</th>
<th>PERSONAL INFORMATION</th>
<th>STATUTORY PROVISION</th>
<th>LAWFUL BASIS (Under Article 6 GDPR)</th>
</tr>
</thead>
</table>
| Applicant for a certificate | To obtain a certified copy of a birth, death, marriage or civil partnership entry | Where the applicant can identify the relevant entry and pay the fee, all the information contained in a birth, death or marriage entry; name, surname and date of birth for a short 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 | S31 and S33 Births and Deaths Registration Act 1953  
S64 Marriage Act  
Regulation 15 Civil partnership (Registration provisions) Regulations 2005 | 6 (c) legal obligation  
The rights to object to processing of personal data or have personal data erased do not apply |
| Superintendent registrar | To certify registration records | Quarterly returns of births (including still-births) and death registrations from registrars | Yes | S26 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 |
| To certify registration records | Quarterly returns of marriage registrations from everyone required to register marriages | Yes | S57 Marriage Act 1949 | 6 (c) legal obligation  
The rights to object to processing of personal data or have personal data erased do not apply |
| Registrar General | To compile and maintain a central record of registration events | Certified copies of birth (including still births) and death registrations from superintendent registrars | 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 |
<table>
<thead>
<tr>
<th>Purpose</th>
<th>Data to be Collected</th>
<th>Rights to Object/Erasure</th>
<th>Relevant Legislation</th>
</tr>
</thead>
<tbody>
<tr>
<td>To support UK Statistics Authority requirement to produce statistical information</td>
<td>Birth, still-birth and death confidential particulars to be collected by the RG</td>
<td>Yes</td>
<td>S2 Population (Statistics) Act 1938</td>
</tr>
<tr>
<td></td>
<td>Birth, still-birth and death voluntary particulars</td>
<td>Yes</td>
<td>No provision (collected voluntarily)</td>
</tr>
<tr>
<td></td>
<td>Medical Certificate of Cause of Death additional information</td>
<td>Yes</td>
<td>Regulation 11 The Registration of Births Deaths and Marriages Regulations 1968</td>
</tr>
<tr>
<td></td>
<td>Certified copies of marriage registrations from superintendent registrars</td>
<td>Yes</td>
<td>S58 Marriage Act 1949</td>
</tr>
<tr>
<td></td>
<td>Forged documents</td>
<td>Yes</td>
<td>Regulation 72(1)(b) of the Registration of Births and Deaths Regulations 1987 (births and deaths)</td>
</tr>
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<td></td>
<td>Regulation 23(1) of the Registration of Marriage Regulations 2015 (marriages)</td>
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<td></td>
<td>Regulation 18 of the Civil Partnership (Registration Provisions) Regulations 2005 (civil partnerships)</td>
</tr>
<tr>
<td>Crime fighting purposes</td>
<td>Suspicious applications for birth certificates, benefit fraud, fraudulent documents etc.</td>
<td>Yes</td>
<td>Schedule 6 Immigration Act 2014</td>
</tr>
<tr>
<td>Other Government Departments</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Department</td>
<td>Functionality</td>
<td>Data Collection</td>
<td>Provision</td>
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</tbody>
</table>
| | | | | The Social Security (Notification of Deaths) Regulations 2012
| | | Via BD8 form | | Not applicable as not personal information |
| Department of Health and Social Care | To support the Tell Us Once birth service | Birth information from registrations and declarations | Yes | S19A Registration Service Act 1953
| | | | | 6 (e) public task
| | | | | The right to have personal data erased does not apply |
| Home Office (United Kingdom Visas and Immigration/Imigration and Enforcement) | To assist the delivery of those functions exercisable by the organisation in relation to the health service | Death registrations due to vaccination (form 111) | Yes, as contain informant’s details | Provision under review |
| | | | | 6 (e) public task
| | | | | The right to have personal data erased does not apply |
| Home Office (United Kingdom Visas and Immigration/Imigration and Enforcement) | HO Immigration enforcement action | Information held by the registration officer in relation to sham marriages | Yes | S24 Immigration and Asylum Act 1999
| | | | | The Reporting of Suspicious Marriages and Registration of Marriages (Miscellaneous Amendments) Regulations 2005
| | | | | 6 (c) legal obligation
| | | | | The rights to object to processing of personal data or have personal data erased do not apply |
| Home Office (United Kingdom Visas and Immigration/Imigration and Enforcement) | HO Immigration enforcement action | Information held by the registration officer (S24A Sham CP) | Yes | S24A Immigration and Asylum Act 1999
| | | | | The Reporting of Suspicious Civil Partnerships Regulations 2005
| | | | | 6 (c) legal obligation
| | | | | The rights to object to processing of personal data or have personal data erased do not apply |
| Home Office (United Kingdom Visas and Immigration/Imigration and Enforcement) | HO Immigration enforcement action | Information held by the registration officer (where registration officer suspects immigration offences e.g. overstayers, working illegally) | Yes | Schedule 6 Immigration Act 2014
| | | | | 6 (e) public task
<p>| | | | | The right to have personal data erased does not apply |</p>
<table>
<thead>
<tr>
<th><strong>Local Authorities</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>HO Immigration enforcement action</strong></td>
<td>Information held by the registration officer where request received</td>
<td>Yes</td>
<td>Schedule 6 Immigration Act 2014</td>
<td>6 (e) public task</td>
<td>The right to have personal data erased does not apply</td>
</tr>
<tr>
<td><strong>HO Immigration enforcement action (Secretary of State)</strong></td>
<td>Supply nationality documents where it is suspected that an individual may be liable to removal from the United Kingdom and the document may facilitate the removal.</td>
<td>Yes</td>
<td>Section 20A Immigration and Asylum Act 1999</td>
<td>6 (c) legal obligation</td>
<td>The rights to object to processing of personal data or have personal data erased do not apply</td>
</tr>
<tr>
<td><strong>Education department</strong></td>
<td>For those education functions the LA is required to deliver</td>
<td>Birth and Death registrations</td>
<td>Yes</td>
<td>S564(3) Education Act 1996</td>
<td>6 (c) legal obligation</td>
</tr>
<tr>
<td><strong>Council Tax Billing Authorities</strong></td>
<td>For those functions set out in part 1 of the Government Finance Act 1992</td>
<td>Name and surname, date of death and usual address of deaths of over 18s</td>
<td>No</td>
<td>Para 13 Sch 2 Local Government Finance Act 1992Reg 5 Council Tax (Administration and Enforcement) Regulations 1992</td>
<td>Not applicable as not personal data</td>
</tr>
<tr>
<td><strong>Electoral Registration Officers</strong></td>
<td>To maintain an accurate list of those entitled to be registered on the electoral register and qualifying addresses</td>
<td>Inspection, with authorisation to make copies, of records kept (in whatever form). Relates to marriages and deaths.</td>
<td>Yes</td>
<td>S53(3) Representation of the People Act 1983Reg 35 Representation of the People (England and Wales) Regulations 2001</td>
<td>6 (c) legal obligation</td>
</tr>
<tr>
<td><strong>Local Safeguarding Children Board</strong></td>
<td>Functions as set out in s1(1) of the Children and Young Person Act 2008</td>
<td>Death registrations of under 18s</td>
<td>Yes, as contain informant’s details</td>
<td>S31 Children and Young Persons Act 2008</td>
<td>6 (c) legal obligation</td>
</tr>
<tr>
<td><strong>Fraud department</strong></td>
<td>Crime fighting purposes</td>
<td>Offences relating to council tax benefit or housing benefit</td>
<td>Yes</td>
<td>Schedule 6 Immigration Act 2014</td>
<td>6 (e) public task</td>
</tr>
<tr>
<td><strong>Safeguarding Team</strong></td>
<td>Child and adult protection</td>
<td>Suspected maltreatment of an adult or child</td>
<td>Yes</td>
<td>Schedule 6 Immigration Act 2014</td>
<td>6 (e) public task</td>
</tr>
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</tbody>
</table>

**Others**

<table>
<thead>
<tr>
<th><strong>Coroner</strong></th>
<th>Investigations</th>
<th>Deaths falling into those categories set out in regulation 41 of Registration of Births and Deaths regulations 1987</th>
<th>Yes, as contain informant's details</th>
<th>Births and Deaths Registration Act 1953</th>
<th>6 (c) legal obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>National Health Service Local Health Boards (Wales)</strong></td>
<td>To assist the delivery of those functions exercisable by the organisation in relation to the health service</td>
<td>Birth (including still birth) and Death registrations</td>
<td>Yes</td>
<td>S200(2) National Health Service (Wales) Act 2006</td>
<td>6 (c) legal obligation</td>
</tr>
<tr>
<td><strong>Public pension payers</strong></td>
<td>To assist government departments in the administration of pensions</td>
<td>Death registrations of public service pensioners (form 111)</td>
<td>Yes, as contain informant details</td>
<td>Provision under review</td>
<td>6 (e) public task</td>
</tr>
<tr>
<td><strong>General Pharmaceutical Council</strong></td>
<td>Removal of names from the register</td>
<td>Death notifications (form 111) of registered pharmacists and registered pharmacy technicians</td>
<td>Yes, as contain informant's details</td>
<td>Pharmacy Order 2010</td>
<td>6 (c) legal obligation</td>
</tr>
<tr>
<td><strong>Law Society</strong></td>
<td>Removal of names from the register</td>
<td>Death certificates of solicitors</td>
<td>Yes, as contain informant's details</td>
<td>Provision under review</td>
<td>6 (e) public task</td>
</tr>
<tr>
<td>Council</td>
<td>Removal of names from the register</td>
<td>Death certificates of</td>
<td>Yes, as contain informant’s details</td>
<td>S10(2) Opticians Act 1989</td>
<td>6 (c) legal obligation</td>
</tr>
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<tr>
<td>General Optical Council</td>
<td></td>
<td>opticians</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Medical Officer (England), Chief Administrative Medical Officer (Wales)</td>
<td>Removal of names from the register</td>
<td>midwives</td>
<td>Yes, as contain informant’s details</td>
<td>Provision under review</td>
<td>6 (e) public task</td>
</tr>
<tr>
<td>General Medical Council</td>
<td>Removal of names from the register</td>
<td>Death registrations of registered medical practitioners (form 111)</td>
<td>Yes, as contain informant’s details</td>
<td>S30(6) Medical Act 1983</td>
<td>6 (c) legal obligation</td>
</tr>
<tr>
<td>General Dental Council</td>
<td>Removal of names from the register</td>
<td>Death registrations of dentists (form 111)</td>
<td>Yes, as contain informant’s details</td>
<td>S23(1) Dentists Act 1984</td>
<td>6 (c) legal obligation</td>
</tr>
<tr>
<td>Royal College of Veterinary Surgeons</td>
<td>Removal of names from the register</td>
<td>Death registrations of veterinary surgeons (form 111)</td>
<td>Yes, as contain informant’s details</td>
<td>S13(1) Veterinary Surgeons Act 1966</td>
<td>6 (c) legal obligation</td>
</tr>
</tbody>
</table>

*A qualified informant is a person permitted in law to register a birth, death or still-birth*