



**Justice**

Registry of Births  
Deaths & Marriages

# PO 08 Your Right to Privacy Policy

## Summary

This policy provides information on how your privacy is protected by the NSW Registry of Births Deaths & Marriages (the Registry) under the *Privacy and Personal Information Act 1998* (PPIP).

## Document information

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## Document history

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4.0	16-07-2018	Policy reviewed and format updated.
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2.0	01-06-2013	Policy reviewed and format updated
1.0	01-06-2012	Initial version

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## 1 About this document

### 1.1 Purpose

This policy explains the following

- your right to privacy
- how your privacy is protected by the Registry
- disclosure of information
- document verification
- breach of privacy, and
- how to complain if you feel your privacy has been breached.

### 1.2 Scope

This policy applies to any person who is registering an event or applying for a record from the Registry.

### 1.3 Glossary of terms

Terms here are specific to this document.

Term	Description
PIPP Act	means the <i>Privacy and Personal Information Protection Act 1998</i>
Privacy	is the right to exercise control over your information and documents
Registry	means the NSW Registry of Births Deaths & Marriages

## **2      Role of the NSW Registry of Births Deaths & Marriages**

The Registry is responsible for the administration of the *Births, Deaths and Marriages Registration Act 1995*(the Act).

The role of the Registry is to register NSW life events accurately and securely for all time, ensuring their integrity and confidentiality. Information is collected under the provision of the Act. This information forms the basis to register births, deaths, marriages, adoptions, surrogacy, relationships and official changes of name and sex.

The Registry provides a range of certificates, products and information services to assist customers establish a range of legal entitlements.

### **3      What is Privacy?**

Privacy is the right to exercise control over your personal information.

Information privacy is the way in which governments or organisations handle our personal information such as our age, address, sexual preference and so on.

Personal information is any information or opinion about an identifiable person. This includes records containing your name, address, sex, etc.

## **4 Protecting your Privacy**

The PPIP Act outlines a set of privacy standards that regulate the way NSW public sector agencies deal with personal information.

The PPIP Act also sets out legal obligations that describe what a NSW government agency must do when it collects, stores, uses, and discloses your personal information.

The Registry adheres to the PPIP Act when registering NSW life events. Your information is collected and stored securely for all time.

## **5 Your right to Privacy**

Under the PPIP Act you have a number of rights, including the following:

- You must be told why your personal information is being collected and whether it can be given to anyone else;
- You must be told if the supply of information is required by law or is voluntary;
- You must be told of any right of access to your personal information and how to have it corrected; and
- Your personal information must be stored securely and protected from unauthorised access or misuse.



## 6 Disclosure of information

Information from the Register may be disclosed to external agencies for the purposes of statistical, medical research, community planning purposes and other uses provided for by law. These include, but are not limited to:

- Australian Bureau of Statistics
- Australian Electoral Commission and NSW Electoral Commission
- NSW Roads & Maritime Services (RMS)
- Sheriff's Office
- Cancer Institute
- Corrective Services NSW
- Australian Institute of Health and Welfare
- NSW Department of Transport
- NSW Commission for Children & Young People
- Heart & Stroke Register (Newcastle University)
- Seniors Card Department
- NSW Police
- NSW Ombudsman
- NSW Ministry of Health
- Australian Professional Boards such as: Osteopath, Dentist, Dental Technician, Medical Practitioner, Optical Dispenser, Optometrist, Pharmacy/Pharmacist, Physiotherapist, Podiatrist, Psychologist and Veterinarian

## **7 Document Verification**

Your information may be provided to agencies including, but not limited to, other Registries of Births, Deaths & Marriages, Law Enforcement agencies, the Department of Foreign Affairs and Trade, the Department of Home Affairs, and motor vehicle or driver licencing authorities. Usually these referrals will be to verify the documents or other evidence that you provided making your application for a certificate or registering an event.

If there are discrepancies, we may require you to correct any errors with the issuing agency, before being able to process your application. It is extremely important that all your identity documents are accurate and reflect your correct identity information.

Documents provided as proof of identity may have their authenticity verified through Certificate Validation Service (CertValid) and the National Document Verification Service (DVS). Documents issued by this office may also be verified by other organisations using CertValid and/or DVS.

## 8 If you are concerned About Your Privacy?

For more information on privacy, please visit the NSW Information and Privacy Commission website at [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

If you believe, the Registry has misused your personal information you can:

1. Lodge an application for an internal review with the Registry (within six months). This is an internal investigation to assess if the Registry has complied with its privacy obligations. The Registry has to advise and consult with the NSW Privacy Commissioner. The review should be done in 60 days (if practicable). There is no fee.

You may contact the Registry by mail or email:

Mail: Customer Resolution Officer  
NSW Registry of Births Deaths & Marriages  
GPO Box 30  
Sydney NSW 2001

Or

Email: [bdm-complaints@justice.nsw.gov.au](mailto:bdm-complaints@justice.nsw.gov.au)

You will be informed in writing of the result of the Registry's review. The Registry must inform the NSW Privacy Commissioner.

2. Complain to the NSW Privacy Commissioner. Your complaint can be in writing, or you can complain verbally. The Privacy Commissioner may require a verbal complaint to be put in writing. Further information can be found [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

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### References

*Privacy and Personal Information Protection Act 1998*

*Births, Deaths and Marriages Registration Act 1995*

[www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

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