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| **Application for the Disclosure of Death Registration Information Scheme** |
| **The disclosure of death registration information (DDRI) scheme allows the registrars general for England and Wales, Scotland and Northern Ireland to disclose death registration information to assist in the prevention, detection, investigation or prosecution** **of offences**. |
| **Part 1: Please use this section to tell us about your organisation and the person who will be our primary contact during the application process** |
| **1.1** Company name/Organisation |  |
| **1.2** Full name of contact |  |
| **1.3** Contact Job Title **(**or capacity in  which you are applying to receive  death data files) |  |
| **1.4** If you are a representative of a  group please tell us the name of  the group and provide a summary  of the organisations that you  represent. |  |
| **1.5** Contact telephone number |  |
| **1.6** Contact e-mail address |  |
| **1.7** Contact address (including  postcode) |  |
| **1.8** Address(es) of location(s) where the  data may be stored, processed or  directly accessed. |  |
| **1.9** Date  |  |
| **Part 2: Please answer the following questions about your proposed use of the death  registration data** |
| The legislation states that the data must be used in the **prevention, detection, investigation or prosecution** of offences. Please provide details of how your use of the data will meet these requirements and provide evidence in justification. |
| **2.1** Please give a full description of the  product/s (or equivalent) in which  the DDRI data is intended to be  used and how it meets the  legislative requirements.  |  |
| **2.2** Would the DDRI data be integrated  into our product/s or kept on a  separate database? Please provide details. |  |
| **2.3** Would your product/s provide your clients with an online or batch  system, or both? Please provide  details. |  |
| **2.4** Which data items would your clients be required to submit to produce a  match against the DDRI records?  As a minimum, the Registrars  General would expect Full Name  and Date of Birth. |  |
| **2.5** What action would be taken when a  match against the DDRI data is  made? e.g. ‘mark as deceased’,  delete record’, etc. |  |
| **2.6** In addition to the data items  provided by your client, which  additional data items would you  want to return? |  |
| **2.**7 How will the results from matching  against the DDRI data enable you  and/or your clients to assist in the  prevention, detection, investigation  or prosecution of offences? |  |
| **2.8** Please confirm whether you have  contracts/ licence agreements with  your clients to ensure they would  be using the data for the stated  purpose. If the answer is **Yes**  please provide details of any  compliance procedures you have  in place. |  |
| **2.9** If possible, please provide client  case studies, customer testimonials, or clear, practical examples in order  to provide evidence of how the data  will be used. |  |
| **2.10** Please specify under which  definition you would qualify to  receive the DDRI data? (See  Annex A for the eligibility  definitions at the end of this form). |  |

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| **Part 3: Please answer the following questions about your data policies** |
| **3.1** Do you have secure data storage  facilities in all locations where the  data may be held? Please give  details.  |  |
| **3.2** Do you agree to the deletion of the  data once you have left the scheme? |  |
| **3.3** Do you accept that the data must  not be passed on to third parties?  This includes not providing direct  read access to clients. |  |
| **3.4** Are you familiar with the restrictions/ regulations of data storage  according to the Data Protection  Act? |  |

 **DDRI Team Contact Information:**

**Email:** DataGRO@gro.gov.uk

 **Annex A**

 **Eligibility for Applications**

Under the Police and Justice Act 2006 and the Local Electoral Administration and Registration Services (Scotland) Act 2006, the Registrars General for England and Wales, Scotland and Northern Ireland can disclose death registration information to assist in the **prevention, detection, investigation or prosecution of offences**.
Anyone who applies for this information must explain how it will be used to meet this purpose. Orders made under the provisions of the Police and Justice Act 2006 state
that information may be released to organisations that fall within the definitions listed below.

1. A local authority within the meaning of the Local Government Act 1972.
2. The Council of the Isles of Scilly.
3. A council within the meaning of the Local Government etc (Scotland) Act 1994.
4. A district council within the meaning of the Local Government Act (Northern Ireland)
 1972.
5. A government department in England and Wales or Scotland and any agency thereof.
6. The Scottish Executive.
7. A Northern Ireland department
8. A credit reference agency.
9. A building society within the meaning of the Building Societies Act 1986.
10. An insurer.
11. A person who holds a licence under the Consumer Credit Act 1974.
12. A bank as defined in the Bankers’ Books Evidence Act 1879
13. The trustees or managers of a pension scheme.
14. A person who, or body which, updates lists so as to remove the entries on those lists of persons who are deceased.
15. A body established by an Act of Parliament or by a statutory instrument made under an Act of Parliament to perform functions conferred on it under or by that Act or instrument.
16. An NHS body within the meaning of the National Health Service Act 2006.
17. An NHS body within the meaning of the National Health Service (Wales) Act 2006
18. A body to which Article 90 of the Health and Personal Social Services (Northern Ireland) Order 1972 applies.
19. The Common Council of the City of London.
20. A person who has been authorised to exercise a function of an office-holder or Minister in accordance with section 69 of the Deregulation and Contracting Out Act 1994.
21. A person who has been authorised to exercise a function of a local authority in accordance with section 69 of the Deregulation and Contracting Out Act 1994.

Should any organisation that applies for the information not fit within the definitions there is the possibility that further Orders can be laid before Parliament to extend the list accordingly.

**Note that if your application is successful you will be required to take part in a security audit, risk assessment and compliance exercise to ensure that you meet the legal requirements for the use, security and integrity of death registration data. GRO staff, and their agents, will require access to appropriate personnel, buildings and systems during this process.**