



**General Register Office
for
SCOTLAND**
information about Scotland's people

**Corporate Services
Division**
Ladywell House
Ladywell Road
Edinburgh
EH12 7TF

Direct line		International	
Facsimile	0131 314 4344	GTN	7166
Switchboard	0131 334 0380	E-mail	foi@gro-scotland.gsi.gov.uk

Via e-mail Ms Marie Griffiths

Your reference

Our reference **GROS71**

Date **24 March 2010**

Dear Ms Griffiths

Thank you for your email dated 5 March for information under the Freedom of Information (Scotland) Act 2002 relating to the responsibilities of GROS under the Data Protection Act. We have now completed our search and provide the following information.

GROS has not received any specific requests under the DPA in the last 4 years. If we did receive a request, we would follow the principles laid out by the Information Commissioner i.e. http://www.ico.gov.uk/upload/documents/library/data_protection/practical_application/checklist_for_handling_requests_for_personal_information.pdf

With regards to auditing, GROS has an up-to-date registration with the ICO. Our registration number is Z5127780 which can be found here <http://www.ico.gov.uk/ESDWebPages/DoSearch.asp?reg=4468492> GROS is aware of the principles of the DPA, follows the legal obligations set-out at this link http://www.ico.gov.uk/what_we_cover/data_protection/your_legal_obligations.aspx and carries out regular reviews of these obligations.

Records held in GROS are a snapshot on a particular date; for example a birth or a marriage registration. As regards errors, the Registrar General maintains a register of corrections, in which amendments to other registers can be entered. This covers an error of fact in any register entry. But it also covers other changes - for example, where the subject of a birth entry changes his or her name and applies to have that change recorded and a marriage entry may be cancelled if the marriage was found or declared to be void. These corrections are not, therefore, necessarily "errors in information". The total number of corrections requested in the past 5 years (i.e. 2005-2009) is 3193 however not all of these requests were successful.

If you are unhappy with this response to your request, you may ask us to carry out an internal review, by writing to:

Mrs A Robertson
Head of Corporate Services
General Register Office for Scotland
Ladywell House
Ladywell Road

Edinburgh
EH12 7TF

Your request should explain why you wish a review to be carried out, and should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If you are not satisfied with the result of the review, you then have the right to make a formal complaint to the Scottish Information Commissioner.

Yours sincerely

R Brown