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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](mailto: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.**