
STATUTORY RULES OF NORTHERN IRELAND

2020 No. 116

The Census Regulations (Northern Ireland) 2020

Citation and commencement

1. These Regulations may be cited as the Census Regulations (Northern Ireland) 2020 and shall come into operation on 17th July 2020.

Interpretation

2.—(1) In these Regulations—

- “the Act” means the Census Act (Northern Ireland) 1969;
- “the address register” means the register and any subset of the register, created by the Registrar General, which contains the address of each household and communal establishment in Northern Ireland of which the Registrar General is aware;
- “appointee” means any person appointed under regulation 5 or appointed by the Registrar General before the coming into force of these Regulations for the purposes of taking the census;
- “the census” means the census directed to be taken by the Census Order(1);
- “census area” means an area created under regulation 4(3)(b);
- “census area manager” means a person appointed under regulation 5(1)(b);
- “census enumerator” means a person appointed under regulation 5(1)(d);
- “census team co-ordinator” means a person appointed under regulation 5(1)(c);
- “census team co-ordinator area” means an area created under regulation 4(3)(a);
- “census electronic device” means an electronic device used in the conduct of the census as provided for in regulation 8(2);
- “census officer” means an officer appointed under regulation 5(1);
- “the Census Order” means the Census Order (Northern Ireland) 2020;
- “communal establishment” means any establishment specified in Groups B to F of column 1 of Schedule 1 to the Census Order;
- “communal establishment area” means an area created under regulation 4(3)(c);
- “communal establishment co-ordinator” means a person appointed under regulation 5(1)(e);
- “communal establishment pack” means a pack containing the items specified in either regulation 10(5) or 11(5);
- “elector” means a prescribed person who elects to make an individual return under article 5(5) of the Census Order;
- “enumeration district” means a district created under regulation 4(2);

“fieldwork management tool” means an electronic system that generates workloads for field staff, identifies the location of addresses that require visitation, specifies the required actions for the field staff and allows a record of a visit or other relevant information to be recorded;

“individual return envelope” means an envelope in which a completed paper individual questionnaire may be sealed;

“online communal establishment pack” means a pack containing the items specified in regulation 10(5);

“online household pack” means a pack containing the items specified in regulation 10(3);

“online individual pack” means a pack containing the items specified in regulation 10(4);

“online questionnaire” means a questionnaire which is to be completed and submitted electronically;

“paper communal establishment pack” means a pack containing the items specified in regulation 11(5);

“paper household pack” means a pack containing the items specified in regulation 11(3);

“paper individual pack” means a pack containing the items specified in regulation 11(4);

“paper questionnaire” means a questionnaire in paper format;

“personal information” has the meaning given to the term “personal census information” by section 7(9) of the Act;

“prescribed person” as provided for in column (1) of the table in Schedule 1 of these Regulations, means a person required by the Census Order to make a return, or any person making a return on behalf of such a person in accordance with the Census Order;

“questionnaire” means any questionnaire in any format;

“questionnaire ID” means a unique identifier associated with each individual paper and online questionnaire;

“questionnaire tracking system” means such electronic system or systems as the Registrar General may provide under regulation 8(1);

“regional manager” means a person appointed under regulation 5(1)(a);

“Registrar General” means the Registrar General for Northern Ireland;

“pre-paid reply envelope” means an envelope which is pre-addressed and which does not require payment by the sender; and

“unique access code” refers to the group of codes which gives unique internet access to each particular online questionnaire;

(2) Terms defined in the Census Order have the same meaning in these Regulations.

(3) In these Regulations any reference to a notice, questionnaire or other information received by the Registrar General refers to it being received electronically, through the post or in person by the Registrar General or any appointee.

(4) In these Regulations a reference to a questionnaire where it is followed immediately by an identifying letter is a reference to the title of that questionnaire as referred to in Column 2 of the table in Schedule 1 and is in the form prescribed in Schedules 2, 3 and 4.

Revocation

3. The Census Regulations (Northern Ireland) 2010(2) are revoked.

Address Register, Enumeration Districts, Census Team Co-ordinator Areas and Census Areas

4.—(1) For the purposes of the census, the Registrar General shall create a list of addresses for Northern Ireland and in doing so may use information from a range of sources.

(2) For the purposes of the census the Registrar General shall divide Northern Ireland into Enumerations Districts.

(3) The Registrar General may designate—

- (a) any number of enumeration districts as a census team co-ordinator area; and
- (b) any number of census team co-ordinator areas as a census area; and
- (c) any number of communal establishments as a communal establishment area.

Appointment of Officers

5.—(1) For the purpose of the census—

- (a) the Registrar General may appoint a regional manager for Northern Ireland;
- (b) the Registrar General or the regional manager may appoint a census area manager for any area designated under regulation 4(3)(b) ;
- (c) the Registrar General, the regional manager or the census area manager may appoint census team co-ordinators for each census team co-ordinator area designated under regulation 4(3)(a);
- (d) the Registrar General, the regional manager or the census area manager may appoint census enumerators for each enumeration district;
- (e) the Registrar General, the regional manager or the census area manager may appoint a communal establishment co-ordinator; and
- (f) the Registrar General may appoint any other such persons as may be necessary for the taking of the census.

(2) The persons appointed under this regulation must perform the duties assigned to them under the Act and these Regulations and must comply with any instructions issued in accordance with these Regulations.

Census Questionnaires

6.—(1) The Registrar General must create and provide sufficient questionnaires to enable all prescribed persons, and every person making a return on behalf of a prescribed person under these regulations, to make a return.

(2) Online questionnaires H4, I4 and CE4 as listed in column (2) of the table in Schedule 1, must be made available online through unique access codes, and must contain the content, the questions and response options, and the functions and features described in Part 3, Part 4 and Part 5 of Schedule 2, and Part 2 of Schedules 3 and 4.

(3) Paper questionnaires H4, HC4, I4 and CE4 as listed in column (2) of the table in Schedule 1 must be created and contain the content, the questions and response options described in Part 1 and Part 2 of Schedule 2 and Part 1 of Schedules 3 and 4 .

(4) The Registrar General shall make available, by whatever means the Registrar General considers suitable, the appropriate questionnaire to any prescribed person who requests it and to any person making a return on behalf of a prescribed person under these regulations.

Duties in relation to the making of returns

7.—(1) A prescribed person in making a return in accordance with the Census Order must submit electronically an online questionnaire or return to the Registrar General a completed paper questionnaire, being the relevant questionnaire identified in paragraph 7(3).

(2) For the purposes of this regulation, a questionnaire shall be treated as submitted or returned to the Registrar General when it has been received by the Registrar General.

(3) The questionnaire to be completed and submitted or returned by a prescribed person is the online questionnaire or the paper questionnaire that has the title specified in the corresponding entry in column (2) of the table in Schedule 1.

(4) Nothing in this regulation shall prevent a prescribed person from making a return by completing a paper questionnaire and also making a return by completing an online questionnaire.

(5) Each prescribed person must comply with the instructions contained in the online questionnaire or paper questionnaire to be submitted or returned by them and provide such information as is requested in that questionnaire and which they are required to provide by the Census Order.

(6) A prescribed person who satisfies the conditions prescribed in article 5(5) of the Census Order and who elects under that article to make an individual return may make that individual return by completing the online questionnaire I4 or the paper questionnaire I4.

(7) Each elector who submits the online questionnaire I4 or returns the paper questionnaire I4 must comply with the instructions contained in, and provide all such information as is requested in, that questionnaire.

Questionnaire tracking system and census electronic devices

8.—(1) The Registrar General must provide a questionnaire tracking system for the management of the census and for keeping records of—

- (a) questionnaire IDs;
- (b) unique access codes issued in accordance with Regulations 9;
- (c) addresses of households and communal establishments;
- (d) the households or communal establishments to which unique access codes have been sent in accordance with these Regulations, or to which visits are to be made;
- (e) the households or communal establishments to which a paper questionnaire has been sent or delivered in accordance with these Regulations;
- (f) the circumstances of the delivery of each individual, household and communal establishment pack delivered by a census officer, census enumerator designated under Regulation 13(2) or a communal establishment co-ordinator;
- (g) the date on which each questionnaire was received by the Registrar General and the means by which it was received;
- (h) the date on which any record is made in accordance with regulation 15(5) or 17(6) and details of the prescribed person with respect to whom it was made; and
- (i) any other information which the Registrar General considers may assist with the conduct of the census.

(2) The Registrar General must provide census electronic devices to enable appointees, as required, to access the fieldwork management tool and to receive instructions electronically.

Providing unique access codes

9. —The Registrar General must provide a unique access code—
- (a) to every household and communal establishment on the address register in advance of census day, or as soon as possible thereafter,
 - (b) to every elector, when requested,
 - (c) with every H4, CE4 and I4 paper questionnaire,
 - (d) to any prescribed person who requests it, and
 - (e) to replace a unique access code already provided.

Preparation of packs for online questionnaires

10.—(1) The Registrar General must prepare such online household, individual and communal establishment packs in accordance with this regulation as the Registrar General considers necessary for the purpose of the census.

(2) The contents of each pack prepared in accordance with this regulation must be contained in a sealed envelope through which any printed address can be seen.

- (3) An online household pack must contain—
- (a) a unique access code for the online questionnaire H4; and
 - (b) such additional information as the Registrar General considers may assist with the completion and submission of the online questionnaire H4;
- (4) An online individual pack must contain—
- (a) a unique access code for the online questionnaire I4; and
 - (b) such additional information as the Registrar General considers may assist with the completion and submission of the online questionnaire I4;
- (5) An online communal establishment pack must contain—
- (a) a unique access code for online questionnaire CE4; and
 - (b) such additional information as the Registrar General considers may assist with the completion and submission of the online questionnaire CE4.

Preparation of packs for paper questionnaires

11.—(1) The Registrar General must prepare such paper household, individual and communal establishment packs in accordance with this regulation as the Registrar General considers necessary for the purpose of the census.

(2) The contents of each pack prepared in accordance with this regulation must be contained in a sealed envelope through which any address printed on a paper questionnaire can be seen.

- (3) A paper household pack must contain—
- (a) a copy of the paper questionnaire H4;
 - (b) such additional information as the Registrar General considers may assist with the completion and return of the paper questionnaire H4;
 - (c) a unique access code for the online questionnaire H4, and
 - (d) a pre-paid reply envelope.
- (4) A paper individual pack must contain—
- (a) a copy of the paper questionnaire I4;

- (b) such additional information as the Registrar General considers may assist with the completion and return of the paper questionnaire I4;
 - (c) a unique access code for the online questionnaire I4, and
 - (d) a pre-paid reply envelope.
- (5) A paper communal establishment pack must contain—
- (a) a copy of the paper questionnaire CE4; and
 - (b) such additional information as the Registrar General considers may assist with the completion and return of the paper questionnaire CE4;
 - (c) a unique access code for the online questionnaire CE4, and
 - (d) a pre-paid reply envelope.

Sending packs to households and electors by post

12.—(1) Subject to paragraph (2), the Registrar General may send by post a household pack to such households in the address register as the Registrar General considers necessary for the purpose of the census in advance of census day, or as soon as possible thereafter.

(2) The Registrar General may choose not to send a household pack by post, but instead to prepare for the relevant census officer to arrange delivery of that pack in accordance with regulation 13.

(3) The Registrar General may send by post an individual pack to any elector at an address in the address register.

(4) In respect of each pack sent in accordance with paragraph (1) or (3), the Registrar General must ensure that a record is made in the questionnaire tracking system in accordance with Regulation 8(1).

Delivery of packs to households and electors by hand

13.—(1) The Registrar General must issue every census team co-ordinator with—

- (a) a census electronic device for use in each enumeration district within that census team co-ordinator's census team co-ordinator area;
- (b) such household packs and individual packs as the Registrar General considers necessary for the purpose of the census;
- (c) a list, accessible on the census electronic device, of the addresses of each household in the address register situated within that census team co-ordinator's area to which household packs and individual packs (as appropriate) must be delivered under this regulation; and
- (d) such other documents or information the Registrar General considers necessary for the purpose of the census.

(2) The census team co-ordinator must designate a census enumerator to deliver household packs and individual packs to each enumeration district, if requested.

(3) The census team co-ordinator must, if requested, supply each census enumerator designated under paragraph (2) with a census electronic device for use in that census enumerator's enumeration district.

(4) The census enumerator must deliver—

- (a) a household pack to each household occupying a dwelling, or part of a dwelling, the address for which is accessible on the census electronic device;
- (b) an individual pack to each household that contains an elector in the census enumerator's enumeration district who has not already received an individual pack and of whom the census enumerator has been informed by the census team co-ordinator; and

- (c) household packs and individual packs (as appropriate) to any other households or electors that are located by the census enumerator in that census enumerator's enumeration district.
- (5) The census enumerator's duty to deliver a pack under paragraph (4) shall be satisfied in respect of each household and elector if the census enumerator hands the pack to the householder, joint householder or elector. Where no such person is available, the census enumerator—
 - (a) may leave the pack with a person who can act on behalf of the prescribed person; or
 - (b) may post the pack to the address accessible on the census electronic device or to the address of which the census enumerator was informed by the census team co-ordinator.
- (6) The census enumerator must make a record in the census electronic device—
 - (a) of each household pack and individual pack delivered in accordance with this regulation; and
 - (b) of any additional households located by the census enumerator.
- (7) Each census enumerator must enable the census team co-ordinator to have access to the information recorded on the census enumerator's census electronic device.
- (8) The census enumerator must make a record in the fieldwork management tool, in accordance with such directions as may be issued by the Registrar General, to show that a delivery has been made to each address.
- (9) Nothing in this regulation shall prevent a census enumerator from being designated to deliver to more than one enumeration district.

Sending packs to communal establishments by post

- 14.—(1) Subject to paragraph (2), the Registrar General may send by post a communal establishment pack and individual packs to such communal establishments in the address register as the Registrar General considers necessary for the purpose of the census in advance of census day, or as soon as possible thereafter.
- (2) The Registrar General may choose not to send a communal establishment pack and individual packs by post, but instead to prepare for the census communal establishment coordinator to arrange delivery of that pack in accordance with regulation 15.
- (3) In respect of each pack sent in accordance with paragraph (1), the Registrar General must ensure that a record is made in the questionnaire tracking system in accordance with Regulation 8(1).

Delivery of packs to communal establishments by hand

- 15.—(1) The Registrar General must provide the communal establishment co-ordinator with—
 - (a) such communal establishment packs and individual packs as the Registrar General considers necessary for the purpose of the census;
 - (b) a list, of the addresses of each communal establishment to which communal establishment packs and individual packs need to be delivered under this regulation; and
 - (c) such other documents or information as the Registrar General considers necessary for the purpose of the census.
- (2) The communal establishment co-ordinator must deliver—
 - (a) a communal establishment pack to each communal establishment,
 - (b) a sufficient number of individual packs to each of those establishments for the purpose of the census; and
 - (c) communal establishment packs and individual packs to any other communal establishments that are located by any census officer.

(3) The communal establishment coordinator's duty to deliver packs shall be satisfied in relation to each communal establishment if the packs are delivered to the person for the time being in charge of the communal establishment. Where no such person is available, the communal establishment officer—

- (a) may leave the pack with a person at the communal establishment who can act on behalf of the prescribed person; or
- (b) may post the packs to the communal establishment address.

(4) The person to whom packs are either delivered or received under paragraph (3) of this Regulation must hand an individual pack to—

- (a) every person who is a usual resident (as defined in article 2(2)(a) of the Census Order), at the premises or vessel and who appears to them to be capable of completing the questionnaire; or
- (b) to a relative or other person who has agreed to complete the questionnaire on behalf of a person who would be covered by sub-paragraph (a) but who is incapable of completing the questionnaire in accordance with the Census Order.

(5) The communal establishment co-ordinator must make a record on the questionnaire tracking system of

- (a) each communal establishment pack and individual pack delivered in accordance with this regulation;
- (b) any additional communal establishments located by the communal establishment coordinator or any other census officer;
- (c) all relevant dates and details of prescribed persons in accordance with Regulation 8(1)(h); and
- (d) the collection of paper questionnaires.

(6) The communal establishment co-ordinator must make a record in the questionnaire tracking system in accordance with such directions as may be issued by the Registrar General, to show that a delivery has been made to each address.

Return of questionnaires from households and electors

16.—(1) Every prescribed person to whom an online household pack has been sent or delivered, or on whose behalf delivery was taken under these Regulations, must unless that prescribed person has requested a paper household pack, by census day or as soon as possible thereafter use the unique access code provided to access the online questionnaire H4 and complete and return that questionnaire electronically in accordance with the instructions provided.

(2) Every prescribed person to whom a paper household pack has been sent or delivered, or on whose behalf delivery was taken under these Regulations, must by census day or as soon as possible thereafter

- (a) use the unique access code provided to access the online questionnaire H4 and complete and submit that questionnaire electronically in accordance with the instructions provided; or
- (b) complete the copy of paper questionnaire H4 included in the pack, and the continuation paper questionnaire HC4 if required, place it in the pre-paid reply envelope provided and send the questionnaire H4, and questionnaire HC4 if required, to the Registrar General by post.

(3) Every elector to whom an online individual pack has been sent or delivered, or on whose behalf delivery was taken under these Regulations, must, unless that elector has requested a paper individual pack, by census day or as soon as possible thereafter use the unique access code provided

to access the online questionnaire I4 and complete and return that questionnaire electronically in accordance with the instructions provided.

(4) Every elector to whom a paper individual pack has been sent or delivered, or on whose behalf delivery was taken under these Regulations, must by census day or as soon as possible thereafter—

- (a) use the unique access code provided to access the online questionnaire I4 and complete and return that questionnaire electronically in accordance with the instructions provided; or
- (b) complete the paper questionnaire I4 included in the pack, place it in the pre-paid reply envelope provided and send the paper questionnaire I4 to the Registrar General by post.

(5) When a completed online questionnaire H4 or I4 has been received by the Registrar General electronically, the Registrar General must ensure that a confirmation of receipt is offered electronically to the person submitting the online questionnaire.

(6) After each completed online questionnaire H4 or I4 or paper questionnaire H4 or I4, has been received by the Registrar General, the Registrar General must make a record in the questionnaire tracking system to show that the relevant questionnaire has been returned.

(7) Where an appointee is satisfied, having spoken with a prescribed person for the purposes of articles 5(1) or (3) of the Census Order, that the prescribed person in question—

- (a) is incapable of completing and returning a questionnaire; or
- (b) is unable to authorise any person to act on the prescribed person's behalf,

then the appointee may, in accordance with instructions issued by the Registrar General, make enquiries about the particulars which that prescribed person would be required by the Census Order to provide and record the answers to those enquiries which may be used for the purpose of the census.

(8) After an appointee makes a record in accordance with paragraph (7), the Registrar General must make a record in the questionnaire tracking system to show that a record under paragraph (7) has been made in respect of that prescribed person.

Return of questionnaires from communal establishments

17.—(1) Every prescribed person to whom an online communal establishment pack has been sent or delivered at a communal establishment, or on whose behalf delivery was taken under these Regulations, must, unless that prescribed person has requested a paper communal establishment pack, by census day or as soon as possible thereafter use the unique access code provided to access the online questionnaire CE4 and complete and submit that questionnaire electronically in accordance with the instructions provided online.

(2) Every prescribed person to whom a paper communal establishment pack has been sent or delivered at a communal establishment, or on whose behalf delivery was taken under these Regulations, must by census day or as soon as possible thereafter—

- (a) complete the paper questionnaire CE4; or
- (b) use the unique access code provided to access the online questionnaire CE4 and complete and submit that questionnaire electronically in accordance with the instructions provided online.

(3) Every prescribed person who has received an individual pack under regulation 15(4) must by census day or as soon as possible thereafter -

- (a) complete the paper questionnaire I4, place it in the pre-paid reply envelope provided, and hand it to the person completing the online or the paper questionnaire CE4 in respect of the communal establishment; or
- (b) complete the paper questionnaire I4, place it in the pre-paid reply envelope provided, and send that questionnaire to the Registrar General by post; or

- (c) use the unique access code provided to access the online questionnaire I4 and complete and submit that questionnaire electronically in accordance with the instructions provided online.
- (4) The person to whom any paper questionnaires I4 are handed under paragraph (3)(a) must collect those completed questionnaires and retain them in a safe place, together with any paper questionnaire CE4, completed in accordance with Regulation 17(2)(a), until all paper questionnaires are collected by the communal establishment co-ordinator in accordance with paragraph (5).
- (5) The communal establishment co-ordinator must make arrangements to collect any completed copies of paper questionnaires I4 and CE4 from each communal establishment.
- (6) In respect of each paper or online questionnaire I4 and CE4 collected in accordance with this regulation, the communal establishment coordinator must make a record on the questionnaire tracking system in accordance with Regulation 8(1)(h).
- (7) The communal establishment co-ordinator must make a record in the fieldwork management tool in accordance with directions issued by the Registrar General, to show that paper questionnaires have been received from the address of a communal establishment.
- (8) When a completed online questionnaire CE4 or I4 has been received by the Registrar General electronically under this regulation, the Registrar General must ensure that a confirmation of receipt is offered electronically to the person returning that questionnaire.

Taking of the census for persons in Group G of Census Order (NI) 2020 – Schedule 1

- 18.** A census team co-ordinator must, in accordance with any instructions issued by the Registrar General, make arrangements in that census team co-ordinator’s census co-ordinator area for—
- (a) the paper questionnaire I4 to be completed and returned by or on behalf of the prescribed persons in Group G in Schedule 1 to the Census Order in that census co-ordinator area; and
 - (b) the paper questionnaire CE4 to be completed in respect of any group of prescribed persons in Group G in Schedule 1 to the Census Order by or on behalf of whom paper questionnaires I4 are returned under sub-paragraph (a).

Initial procedure if no questionnaire or an incomplete questionnaire is received by the Registrar General

- 19.**—(1) The Registrar General must check the records in the questionnaire tracking system to establish whether each questionnaire that was sent or delivered in accordance with these Regulations, has been received by the Registrar General.
- (2) The Registrar General must then issue every census team co-ordinator and the communal establishment co-ordinator with a list that contains the addresses in those appointees’ respective area to which a unique access code was provided but an online questionnaire was not completed and submitted, or to which a paper questionnaire was sent or delivered, but was not returned.
- (3) Each census team co-ordinator and the communal establishment co-ordinator must supply the census officers appointed to act within those appointees’ respective census team co-ordinator areas and communal establishment area with copies of the list created under paragraph (2) and instruct those census officers to make such enquiries as they think are reasonable of any person to obtain the particulars which the Census Order requires a prescribed person to provide.
- (4) Where a census officer has made enquiries under paragraph (3) of a prescribed person in respect of whom no questionnaire has been received by the Registrar General the officer may—
- (a) assist with the completion of a completed questionnaire from either the prescribed person or any person able to act on their behalf;

- (b) collect a completed questionnaire from either the prescribed person or any person able to act on their behalf;
- (c) encourage the prescribed person or any person able to act on their behalf to complete a questionnaire and return it to the Registrar General;
- (d) agree with the prescribed person or any person able to act on their behalf that a completed paper questionnaire will be returned by posting it in the pre-paid reply envelope provided as soon as possible thereafter; and/or
- (e) provide a replacement unique access code or paper questionnaire.

(5) The Registrar General or regional manager may at any time issue reminder correspondence to any address to which a unique access code was provided but an online questionnaire was not completed and submitted, or to which a paper questionnaire was sent or delivered, but was not returned.

(6) Where a questionnaire is then received by the Registrar General following enquiries under this Regulation, the Registrar General must make a record in the questionnaire tracking system to show that a questionnaire has been received.

(7) Where a questionnaire is received by the Registrar General but the questionnaire does not include some or all of the particulars which the prescribed person was required by the Census Order to provide then an appointee –

- (a) may, in accordance with any directions which may be issued by the Registrar General, make such enquiries as the appointee think are reasonable of any person to obtain the missing particulars; and
- (b) must record the answers to those enquiries which may be used for the purpose of the census.

(8) After an appointee makes a record in accordance with paragraph (7)(b), the Registrar General must make an entry in the questionnaire tracking system to show that such a record has been made in respect of that prescribed person.

Giving of information

20.—(1) Every person with respect to whom a return is to be made under the Census Order must, so far as that person is able to do so, give the prescribed person who is liable to make the return such information, including personal information, as that prescribed person may reasonably require for the purpose of fulfilling that prescribed person’s obligations under these Regulations.

(2) Every prescribed person must give any census officer such information, including personal information, as the census officer may reasonably require for the performance of the appointee’s duties under these Regulations.

(3) A person to whom personal information is given in accordance with these Regulations must not without lawful authority—

- (a) make use of that information; or
- (b) publish it or communicate it to any other person.

Safe custody of questionnaires and documents

21.—(1) Any person having custody, whether on that person’s own behalf or on behalf of any other person, of questionnaires or other documents (including any documents stored on or accessible via a census electronic device) containing personal information relating to the census must keep those documents in such a manner so as to prevent any unauthorised person having access to them.

(2) When directed to do so by the Registrar General, any appointee must send the Registrar General all records in that appointee's possession (including any records stored on or accessible via a census electronic device) which contain personal information relating to the census.

(3) The Registrar General must arrange for the secure storage of census electronic devices, questionnaires, and any other paper or electronic documents containing personal information relating to the census.

Safe custody of census electronic devices

22.—(1) Any person who receives a census electronic device must ensure it is securely stored at all times when not in use, and used and stored in such a manner that would reasonably prevent any unauthorised person having access to the device.

(2) Any person who receives a census electronic device must act in accordance with directions issued by the Registrar General regarding when or to whom to return the device.

Statutory declarations and undertakings

23.—(1) The Registrar General, all census officers, any person who works under the control of the Registrar General for the conduct of the Census and all people working in bodies supplying services directly to the Registrar General for the conduct of the Census must complete the form of undertaking set out in Schedule 5 before the performance of any duties assigned under the Act or by these Regulations.

(2) All persons, who with the authority of the Registrar General, may access personal Census information must complete the form of undertaking set out in Schedule 5 before the performance of any functions or duties assigned under the Act.

Sealed with the Official Seal of the Department of Finance on 23rd June 2020



Dr D Marshall
A senior officer of the
Department of Finance