

## **Privacy Information**

Stockton-on-Tees Borough Council's Superintendent Registrar is a registered data controller and as a Register Office we collect and use information personal to you in accordance with data protection legislation.

The Registrar General for England and Wales is a joint data controller for birth, marriage, death and civil partnership registrations and can be contacted at the General Register Office, Trafalgar Road, Southport, PR8 2HH. Telephone number 0300 1231837.

This document outlines what you can expect from us when you provide us with your personal information.

### **Why are we asking for your information and how will we use the information about you?**

Personal information collected from you in order to register an event is required by law. The main legislation which governs the collection of registration information is the Births and Deaths Registration Act 1953, the Marriage Act 1949 and the Civil Partnership Act 2004. You may be legally obliged by these acts, and other pieces of legislation, to provide certain pieces of information. If you fail to provide information you are required to give us you may, amongst other things, be liable to a fine, or we may not be able to provide the service you are applying for, such as a marriage or a civil partnership.

Personal information may also be collected from you if you are to make an application to this Office, for example for a certificate or to correct information contained in a register entry.

The information you provide will be held and processed by registration officers for this registration district.

### **What personal information do we hold about you?**

Other organisations may share your personal information with us for the purpose of service delivery or because they are legally required to do so. An example of this would be when the Health Authority sends details of all births in the Borough, which will include personal information such as name, address and date of birth of the mother, as well as the child.

We are also provided with and hold what is known as special category data which includes health data. For example, information relating to the cause of death may be shared with the Coroner if the cause of death is considered suspicious.

To find out more information about this, please contact the [Information Governance Team](#).

### **Who will use your information?**

Registration information held at this Office may be shared with other organisations in the course of carrying out our functions, or to enable others to perform theirs.

We will only share information where there is a lawful basis to do so for the following reasons:

1. Statistical or research purposes;
2. Administrative purposes by official bodies e.g. ensuring their records are up-to-date in order to provide services to the public;
3. Fraud prevention or detection, immigration and passport purposes.

Further information on data held by the registration service and a full list of the organisations with whom registration data is shared, the purpose and the lawful basis for sharing the data can be found at the bottom of this notice. Alternatively, officers at the Register Office will be able to provide the information, please contact 01642 527720.

Indexes for events registered at this Office are publicly available in order to help members of the public identify the registration record they might need. A copy of any register entry will be provided by this Office in accordance with the law, provided enough information is supplied to identify the entry concerned and pay the appropriate fee.

### **How long we will keep your personal information?**

Registration information is retained indefinitely as required by law. More information can be found in the tables at the bottom of this notice.

### **How can you access or correct your personal information?**

You have the right to request the following in relation to the personal information we hold. Subject to some legal exceptions, you have the right:

- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

If you would like to exercise any of the rights outlined above please contact the [Information Governance Team](#). If you would like further information about your rights to your information, please visit the [Information Commissioner's Office website](#).

You also have the right to request a copy of the personal information that the Council holds about you. To do this please complete this [form](#).

If you have given your consent for us to use your personal information as part of the voluntary statistics (births and deaths) and wish to withdraw this consent. Please contact the [Information Governance Team](#).

### **Is your personal information processed overseas?**

Your information will not be processed outside the European Union.

### **What happens if I don't provide you with my personal information?**

You are required by law to provide this information in relation to births, deaths and marriages. If you do not provide us with the personal information we have requested, it may not be possible to deliver our services to you and you may face a financial penalty.

For more information about how this might affect you, please contact the [Information Governance Team](#).

### **How to contact us**

Stockton-on-Tees Borough Council's Data Protection Officer is Kate Fulton.

If something goes wrong with your personal information or if you have any questions about how we use it, please contact the Information Governance Team in the first instance at foiaandcomplaints@stockton.gov.uk or 01642 527521.

If you remain unhappy about the way in which we have handled your personal information and wish to complain, you can contact the [Information Commissioner's Office](#).

**Address:** Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Telephone:** 0303 123 1113 (local rate) or 01625 545 745

## List of processing activities for registrars, superintendent registrars and registration authorities

### 1. Collection of data

DATA PROVIDER	PURPOSE	INFORMATION	PERSONAL INFORMATION	STATUTORY BASIS	LAWFUL BASIS (under Article 6 GDPR)
*Qualified informant	Birth registration  (including still birth)	Registration district and sub district of birth  Entry number, date and place of birth  Name and surname  Sex  Name, surname and occupation of father (if recorded)  Name, surname and occupation of mother  Usual address  Name, surname and usual address of the informant (if not the mother or father)  Date of registration  Name of registrar	Yes	S1 Births and Deaths Registration Act 1953  Regulation 7 Registration of Births and Deaths Regulations 1987	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
*Qualified informant	Birth registration	Age of mother  Age of father or parent (if registered)  No. of previous children  Date of marriage or civil partnership of parents (if appropriate)  Whether the mother had any marriage or civil partnership before that date	Yes, as linked to the birth registration	S1 Population Statistics Act 1938	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply

DATA PROVIDER	PURPOSE	INFORMATION	PERSONAL INFORMATION	STATUTORY BASIS	LAWFUL BASIS (under Article 6 GDPR)
*Qualified informant	Birth registration	Industry of employment and employment status	Yes, as linked to the birth registration	No provision	6 (e) public task  The right to have personal data erased does not apply
*Qualified informant	Death registration	Registration district and sub district of death Entry number, date and place of death Name, surname, maiden name (if applicable) Sex Occupation and usual address of the deceased Date and place of birth of the deceased Name, surname and usual address of the informant Cause of death Date of registration Name of the registrar	Yes, in relation to informant's details	S15 Births and Deaths Registration Act 1953	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
*Qualified informant	Death registration	Condition of deceased (i.e. single, married etc)  Age of surviving spouse or civil partner (if any)	Yes, as linked to death registration which contains the informant's details	S1 Population Statistics Act 1938	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
*Qualified informant	Death registration	Length of stay in a communal establishment  Industry of employment and employment status of the deceased	Yes, as linked to death registration which contains the informant's details	No provision	6 (e) public task  The right to have personal data erased does not apply
*Qualified informant	Medical certificate of cause of death	Interval between onset of disease and death  Place of death and if in a hospital, the name of the consultant  Date last seen alive  Whether seen or not seen after death  Whether referred to the coroner and by whom  Whether additional medical details sought	Yes	S22 Births and Deaths Registration Act 1953	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply

DATA PROVIDER	PURPOSE	INFORMATION	PERSONAL INFORMATION	STATUTORY BASIS	LAWFUL BASIS (under Article 6 GDPR)
Party to a marriage	Marriage notice	Name and surname Date of birth Sex Condition Occupation Address Period of residence Place of marriage Nationality	Yes	S27 Marriage Act 1949  Regulation 4 Registration of Marriage Regulations 2015	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Party to a marriage	Marriage registration	District of marriage Place of marriage Entry number Date of marriage Name and surname of parties to the marriage Age, condition, rank or profession Residence at the time of the marriage Name, surname and rank or profession of each party's father Signatures of both parties and their witnesses Name of the person(s) who conducted, and registered the marriage	Yes	S53 Marriage Act 1949  Regulation 12 Registration of Marriage Regulations 2015	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Party to a civil partnership	Civil partnership notice	Name and surname Date of birth Sex Condition Occupation Address Period of residence Place of formation of civil partnership Nationality	Yes	S8 Civil Partnership Act 2004  Regulation 3 Civil Partnership (Registration Provisions) Regulations 2005	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply

DATA PROVIDER	PURPOSE	INFORMATION	PERSONAL INFORMATION	STATUTORY BASIS	LAWFUL BASIS (under Article 6 GDPR)
Party to a civil partnership	Civil partnership register	Registration Authority where the civil partnership was registered Date and place of civil partnership registration Name and surname of civil partners Date of birth, sex, condition and occupation of the civil partners Residence at the time of the civil partnership registration Father's name, surname and occupation of each civil partner Mother's name, surname and occupation of each civil partner Signatures of civil partners Name and surname of witnesses Signature of civil partnership registrar	Yes	S2 Civil Partnership Act 2004  Regulation 11 Civil Partnership (Registration Provisions) Regulations 2005	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply

\*A qualified informant is a person permitted in law to register a birth, death or still-birth

## 2. Sharing of registration information

Civil Registration Services					
RECIPIENT	PURPOSE	INFORMATION	PERSONAL INFORMATION	STATUTORY PROVISION	LAWFUL BASIS (Under Article 6 GDPR)
Applicant for a certificate	To obtain a certified copy of a birth, death, marriage or civil partnership entry	Where the applicant can identify the relevant entry and pay the fee, all the information contained in a birth, death or marriage entry; name, surname and date of birth for a short certificate; full details from a civil partnership entry where the applicant can provide the address of the civil partners; all information excluding address of the civil partners where the applicant cannot provide it.	Yes	S31 and S33 Births and Deaths Registration Act 1953  S64 Marriage Act  Regulation 15 Civil partnership (Registration provisions) Regulations 2005	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply

Civil Registration Services					
RECIPIENT	PURPOSE	INFORMATION	PERSONAL INFORMATION	STATUTORY PROVISION	LAWFUL BASIS (Under Article 6 GDPR)
Superintendent Registrar	To certify registration records	Quarterly returns of births (including still- births) and death registrations from registrars	Yes	S26 Births and Deaths Registration Act 1953	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	To certify registration records	Quarterly returns of marriage registrations from everyone required to register marriages	Yes	S57 Marriage Act 1949	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Registrar General	To compile and maintain a central record of registration events	Certified copies of birth (including still births) and death registrations from superintendent registrars	Yes	27 Births and Deaths Registration Act 1953	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	To support UK Statistics Authority requirement to produce statistical information	Birth, still-birth and death confidential particulars to be collected by the RG	Yes	S2 Population (Statistics) Act 1938	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	To support UK Statistics Authority requirement to produce statistical information	Birth, still-birth and death voluntary particulars	Yes	No provision	6 (e) public task  The right to have personal data erased does not apply
	To support UK Statistics Authority requirement to produce statistical information	Medical Certificate of Cause of Death additional information	Yes	Regulation 11 The Registration of Births Deaths and Marriages Regulations 1968	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply

Civil Registration Services					
RECIPIENT	PURPOSE	INFORMATION	PERSONAL INFORMATION	STATUTORY PROVISION	LAWFUL BASIS (Under Article 6 GDPR)
	To compile and maintain a central record of registration events	Certified copies of marriage registrations from superintendent registrars	Yes	S58 Marriage Act 1949	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	To report an offence or suspicion of an offence	Forged documents	Yes	Regulation 72(1)(b) of the Registration of Births and Deaths Regulations 1987 (births and deaths)  Regulation 23(1) of the Registration of Marriage Regulations 2015 (marriages)  Regulation 18 of the Civil Partnership (Registration Provisions) Regulations 2005 (civil partnerships)	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	Crime fighting purposes	Suspicious applications for birth certificates, benefit fraud, fraudulent documents etc.	Yes	Schedule 6 Immigration Act 2014	6 (e) public task  The right to have personal data erased does not apply

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Other Government Departments					
RECIPIENT	PURPOSE	INFORMATION	PERSONAL INFORMATION	STATUTORY PROVISION	LAWFUL BASIS (Under Article 6 GDPR)
Department for Work and Pensions	In relation to its functions under the Contribution and Benefits Act and the Social Security Administration Act 1992	Death registration extracts via Tell Us Once  Via BD8 form	No  No	S125 Social Security Administration Act 1992  The Social Security (Notification of Deaths) Regulations 2012  Provision under review	Not applicable as not personal information  Not applicable as not personal information
	To support the Tell us Once birth service	Birth information from registrations and declarations	Yes	S19A Registration Service Act 1953	6 (e) public task  The right to have personal data erased does not apply
Department of Health and Social Care	To assist the delivery of those functions exercisable by the organisation in relation to the health service	Death registrations due to vaccination (form 111)	Yes, as contain informant's details	Provision under review	6 (e) public task  The right to have personal data erased does not apply
Home Office (United Kingdom Visas and Immigration/Immigration and Enforcement)	HO Immigration enforcement action	Information held by the registration officer in relation to sham marriages	Yes	S24 Immigration and Asylum Act 1999  The Reporting of Suspicious Marriages and Registration of Marriages (Miscellaneous Amendments) Regulations	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	HO Immigration enforcement action	Information held by the registration officer  (S24A Sham CP)	Yes	S24A Immigration and Asylum Act 1999  The Reporting of Suspicious Civil Partnerships Regulations 2005	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply

Other Government Departments					
RECIPIENT	PURPOSE	INFORMATION	PERSONAL INFORMATION	STATUTORY PROVISION	LAWFUL BASIS (Under Article 6 GDPR)
	HO Immigration enforcement action	Information held by the registration officer  (where registration officer suspects immigration offences e.g. overstayers, working illegally)	Yes	Schedule 6 Immigration Act 2014	6 (e) public task  The right to have personal data erased does not apply
	HO Immigration enforcement action	Information held by the registration officer where request received	Yes	Schedule 6 Immigration Act 2014	6 (e) public task  The right to have personal data erased does not apply
	HO Immigration enforcement action (Secretary of State)	Supply nationality documents where it is suspected that an individual may be liable to removal from the United Kingdom and the document may facilitate the removal.	Yes	Section 20A Immigration and Asylum Act 1999	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply

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Local Authorities					
RECIPIENT	PURPOSE	INFORMATION	PERSONAL INFORMATION	STATUTORY PROVISION	LAWFUL BASIS (Under Article 6 GDPR)
Education department	For those education functions the LA is required to deliver	Birth and Death registrations	Yes	S564(3) Education Act 1996	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Council Tax Billing Authorities	For those functions set out in part 1 of the Government Finance Act 1992	Name and surname, date of death and usual address of deaths of over 18s	No	Para 13 Sch 2 Local Government Finance Act 1992 Reg 5 Council Tax (Administration and Enforcement) Regulations 1992	Not applicable as not personal data
Electoral Registration Officers	To maintain an accurate list of those entitled to be registered on the electoral register and qualifying addresses	Inspection, with authorisation to make copies, of records kept (in whatever form). Relates to marriages and deaths.	Yes	S53(3) Representation of the People Act 1983  Reg 35 Representation of the People (England and Wales) Regulations 2001	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Local Safeguarding Children Board	Functions as set out in s1(1) of the Children and Young Person Act 2008	Death registrations of under 18s	Yes, as contain informant's details	S31 Children and Young Persons Act 2008	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Fraud department	Crime fighting purposes	Offences relating to council tax benefit or housing benefit	Yes	Schedule 6 Immigration Act 2014	6 (e) public task  The right to have personal data erased does not apply
Safeguarding Team	Child and adult protection	Suspected maltreatment of an adult or child	Yes	Schedule 6 Immigration Act 2014	6 (e) public task  The right to have personal data erased does not apply

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Others					
RECIPIENT	PURPOSE	INFORMATION	PERSONAL INFORMATION	STATUTORY PROVISION	LAWFUL BASIS (Under Article 6 GDPR)
Coroner	Investigations	Deaths falling into those categories set out in regulation 41 of Registration of Births and Deaths regulations 1987	Yes, as contain informant's details	Births and Deaths Registration Act 1953  Regulation 41 Registration of Births and Deaths Regulations 1987	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
National Health Service Commissioning Board, Clinical Commissioning Groups, local authorities (England)	To assist the delivery of those functions exercisable by the organisation in relation to the health service	Birth (including still birth) and Death registrations	Yes	S269(2) National Health Service Act 2006	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
National Health Service Local Health Boards (Wales)	To assist the Local Health Boards in the performance of their functions in relation to the health service	Birth and Death registrations	Yes	S200(2) National Health Service (Wales) Act 2006	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Public pension payers	To assist government departments in the administration of pensions	Death registrations of public service pensioners (form 111)	Yes, as contain informant details	Provision under review	6 (e) public task  The right to have personal data erased does not apply
General Pharmaceutical Council	Removal of names from the register	Death notifications (form 111) of registered pharmacists and registered pharmacy technicians	Yes, as contain informant's details	Pharmacy Order 2010	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Law Society	Removal of names from the register	Death certificates of solicitors	Yes, as contain informant's details	Provision under review	6 (e) public task  The right to have personal data erased does not apply
General Optical Council	Removal of names from the register	Death certificates of opticians	Yes, as contain informant's details	S10(2) Opticians Act 1989	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply

Others					
RECIPIENT	PURPOSE	INFORMATION	PERSONAL INFORMATION	STATUTORY PROVISION	LAWFUL BASIS (Under Article 6 GDPR)
District Medical Officer (England). Chief Administrative Medical Officer (Wales)	Removal of names from the register	Death certificates of midwives	Yes, as contain informant's details	Provision under review	6 (e) public task  The right to have personal data erased does not apply
General Medical Council	Removal of names from the register	Death registrations of registered medical practitioners (form 111)	Yes, as contain informant's details	S30(6) Medical Act 1983	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
General Dental Council	Removal of names from the register	Death registrations of dentists (form 111)	Yes, as contain informant's details	S23(1) Dentists Act 1984	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Royal College of Veterinary Surgeons	Removal of names from the register	Death registrations of veterinary surgeons (form 111)	Yes, as contain informant's details	S13(1) Veterinary Surgeons Act 1966	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply

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