

Privacy Notice County of Durham Registration Service

The County of Durham Registration Service registers all births, deaths, still births, marriages and civil partnerships which occur in County Durham. We also take notices of marriage and civil partnerships from couples who reside in County Durham and wish to be married / form a civil partnership outside of the county.

The Service conducts marriage civil partnership renewal of vows and naming ceremonies at Register Offices and venues approved by Durham County Council

The Team also handle re-registration of births and annotate birth records where an adoption has taken place.

What type of personal information do we collect?

Personal information which you are required by law to provide for a registration will be kept by the relevant local registration officer. The local registration officer to whom you supply information will also send a copy of this information to the General Register Office (GRO) for England and Wales so that a central record of all registrations can be maintained.

If you have contacted us in regard to booking a wedding, civil partnership, renewal of marriage vows or naming ceremony we will collect:-

- Your Name
- Your contact details (address, telephone number and or email address)
- Your partners contact details (address, telephone number and or email address)
- The date time and location of your ceremony

If you have contacted us in regard to registering a birth, death, still birth, notice of marriage or civil partnership we will collect:-

- Names including any previous names, occupations, gender, place of birth, marital status and addresses of all parties recorded in the registration where applicable to the particular registration event.
- Date time and place of the marriage / civil partnership
- Your contact details (address, telephone number and or email address)

What is the lawful basis on which the Council processes your data?

The Registration Service processes your data as part of its public task to perform its statutory obligations.

Relevant legislation in relation to Births and Deaths includes:

- Births and Deaths Registration Act 1953
- Registration of Births and Deaths Regulations 1987 (SI 1987/2088)

- The Registration of Births and Deaths (Electronic Communications and Electronic Storage) Order 2006 (SI 2006/2809)
- Legitimacy Act 1976
- The Registration of Births, Deaths and Marriages (Amendment) Regulations 2006
- The Registration of Births, Deaths and Marriages (Amendment) Regulations 2007
- The Registration of Births, Deaths and Marriages (Amendment)No.2 Regulations 2007
- The Human Fertilisation and Embryology Act 2008
- The Registration of Births and Deaths (Amendment) Regulations 2009
- The Coroners and Justice Act 2009
- The Welfare Reform Act 2009
- The Presumption of Death Act 2013

Relevant legislation in relation to marriage and civil partnerships includes:

- Marriage Act 1949
- The Registration of Marriages Regulations 1986 (SI 1986/1442)
- The Marriage Act 1994
- The Marriage and Civil Partnership (Approved Premises) Regulations 2005
- The Registration of Births, Deaths and Marriages (Amendment) Regulations 2005 (SI 2005/3177)
- The Reporting of Suspicious Marriages and Registration of Marriages (Miscellaneous Amendments) Regulations 2000 (SI 2000/3164)
- The Registration of Marriages (Welsh Language) Regulations 1999 (SI 1999/1621)
- The Asylum and Immigration (Treatment of Claimants) Act 2004
- The Immigration (Procedure for Marriage) Regulations 2011 (SI 2011/2678)
- The Marriages and Civil Partnerships (Approved Premises) Regulations 2005 (SI 2005/3168)
- The Forced Marriage (Civil Protection) Act 2007
- The Equality Act 2010
- The Marriage and Civil Partnership (Approved Premises)(Amendment) Regulations 2011
- The Protection of Freedoms Act 2012
- The Marriage (Same Sex Couples) Act 2013
- Immigration Act 2014
- The Registration of Marriages Regulations 2015
- The Marriage (Authorised Persons) and Civil Partnership (Registration Provisions) (Amendments) Regulations 2015
- The Registration of Births, Deaths and Marriages and Registration of Civil Partnerships (Fees) (Amendment) Order 2015
- The Referral of Proposed Marriages and Civil Partnerships Regulations 2015
- Marriage (Registrar General's Licence) Act 1970

What is your personal information used for?

If you have contacted us in regard to registering a birth, death, still birth, notice of marriage or civil partnership your information will be used to

- Register a birth, death, still birth, marriage or civil partnership occurring in County Durham.
- Take notices of marriage and civil partnership from couples who reside in County Durham and wish to be married / form a civil partnership outside of the county

If you have contacted us in regard to booking a wedding, civil partnership, renewal of marriage vows or naming ceremony your information will be used to

- book your ceremony
- record the choices and personal requirements for your ceremony
- Contact with you to ensure all legal requirements have been met and fees have been paid.
- respond to your request for advice, guidance or information in relation to the ceremony booked
- inform you of marketing promotions , events and open days in regard to your ceremony booking
- monitor our own performance in relation to your ceremony – this may include our contacting you with a customer satisfaction survey

Will your personal information be shared?

A copy of any register entry will be provided to any applicant, provided that they supply enough information to identify the entry concerned and pay the appropriate fee. The copy may only be issued in the form of a paper certified copy (a “certificate”). An application for a certificate may be made to either the Local Register Office or to the GRO.

The GRO makes indexes, for the central record of registrations, publicly available in order to help members of the public identify the registration they might need. The Register Office also makes a local index available for this purpose.

The Local Register Office may also choose to make the information contained within local indexes available online. This will be done in order to help members of the public identify the registration they might need. Any information placed on line must be done in a manner which is compliant with the Data Protection and Human Rights Act.

Additionally, confidential information for statistical purposes which you are required by law to give to the local registration officer, and other information provided voluntarily, will be passed to the UK Statistics Authority for the preparation and supply of statistics.

As well as providing certificates, local registration officers and the GRO may make registration information available to other organisations, for the following purposes:

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

For further information on data held by the Registrar General visit:
<https://www.gov.uk/government/publications/ips-privacy-policy>

How do we keep your personal information secure?

The security of your personal information is important to us. This is why we have a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes the use of passwords and encryption where appropriate. Further general details on our security arrangements can be provided on request.

How long will we keep your personal information?

Legislation requires registration records are kept permanently.

Other than registration records, we will only keep any or all of your information as long as we think it is necessary and proportionate to do so. Details as to our retention guidelines can be provided on request.

Is your personal information processed overseas?

No. Your personal information is held in the UK.

What are your information rights?

- Right to be informed – this notice is provided to you by the Council in compliance with this right.
- Right of access – if you would like to request a copy of your personal information we hold please complete and return our corporate [Subject Access Request](#) form
- Right to rectification – if you believe any information we hold about you is inaccurate, please let us know
- Right to erasure – in some circumstances you may have a “right to be forgotten”. You will need to contact us and tell us what personal information you want to have erased. We will let you know if we can comply with your request and give reasons if we cannot.
- Right to restrict processing – if you are not happy with the way we are processing your data, you can ask us to stop processing it. We will let you know if we can comply with your request and give reasons if not.
- Right to data portability – if you have consented to us processing your data by automated means, and you request a copy of your data, we will provide it to you in

an organised, frequently used and machine readable form within 1 month (or 3 if the request is complex).

- Right to object – this right applies if the lawful basis for processing your data is something other than consent. You will need to contact us and explain the nature of your objection. We will respond to your objection within 30 days.
- Rights related to automated decision making and profiling – if we apply automated decision making or profiling, you may have the right to request human intervention. You should contact us and set out your concerns. We will respond to you once we have considered your concerns.

If you have specific concerns about how the Council has treated you in respect of any of the above rights, please contact us at aykleyheadshouseregisteroffice@durham.gov.uk. We will be able to deal with your concerns more quickly if you provide as much information as possible.

- You are also entitled to make a complaint to the Information Commissioner's Office (ICO), the independent regulator responsible for upholding information rights. You can find more information on the [ICO website](#) or contact them using the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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

Fax: 01625 524 510