**Privacy notice – Suffolk Register Office**

**General information**

The Suffolk Register Office is part of Suffolk County Council, and is responsible for the registration of, and the provision of certificates for, births, deaths, marriages, and civil partnerships that have taken place in Suffolk. It’s necessary for us to collect and use personal data in order to fulfil these duties.

The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR), and the Data Protection Act 2018 (DPA 2018), as amended by the Data (Use and Access) Act 2025 (DUAA), collectively referred to as data protection law.

This privacy notice explains how the Suffolk Register Office uses information about you when you contact us or use our services, and how we protect your privacy.

The Superintendent Registrar is a data controller for the personal information that is processed for birth, marriage, and death registrations. Suffolk County Council is the controller for the personal information that is processed for civil partnership registrations. Both can be contacted at:

Suffolk Register Office

Endeavour House

8 Russell Road

Ipswich,

IP1 2BX

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:

General Register Office

Trafalgar Road

Southport

PR8 2HH

Contact details for the council’s Data Protection Officer and Compliance Manager [can be found in the council’s corporate privacy notice](https://www.suffolk.gov.uk/about/privacy-notice/), which is available on the council’s website.

**What is personal data**

Personal data includes information about you, which can be used to identify you as an individual. Examples include:

* Your name
* Your date of birth
* Your contact details
* Your image

Special category data is the most sensitive type of personal data and includes:

* Information about your health or any social care services that you may use
* Information that could identify your racial or ethnic origins
* Information that could identify your political beliefs
* Information that could identify your religious or philosophical beliefs
* Information that could identify your trade union membership
* Genetic data
* Biometric data (where used to identify you, e.g. use of fingerprints to access online services)
* Information about your sex life, or sexual orientation

**The types of personal data that we process and where it comes from**

For a detailed list of the types of personal data that we collect, and where it comes from, [please see the table below (Annex A)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.suffolk.gov.uk%2Fasset-library%2Fimported%2Fsuffolk-register-office-privacy-notice-annex-a.docx&wdOrigin=BROWSELINK)

In addition to the details provided in Annex A, data may also be collected from you if you 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.

**Do you have to provide your information to us?**

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.

**Why do we process your personal data?**

Our reasons for using personal information include:

* delivery of services and support to you
* managing our services
* training workers
* investigating complaints about our services
* monitoring and protecting public spending
* monitoring the quality of our services to ensure they are delivered in the most efficient and effective way
* helping us to improve and plan new services
* complying with laws that require us to provide personal information to other organisations, such as health organisations and courts

**Our legal basis for processing your information**

Under data protection law, the Suffolk Register Office can only process your personal data if it is lawful to do so.

For processing personal data, we rely on the following lawful basis(es):

* UK GDPR Article 6(1)(c) – where processing is necessary for [insert name of service] to meet its legal obligations. [Please see Annex A which contains details of the statutory basis providing our legal obligation](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.suffolk.gov.uk%2Fasset-library%2Fimported%2Fsuffolk-register-office-privacy-notice-annex-a.docx&wdOrigin=BROWSELINK)
* UK GDPR Article 6(1)(e) – where processing is necessary for us to perform a task which is in the public interest (public task). [Please see Annex A which contains details of the statutory basis providing our public task](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.suffolk.gov.uk%2Fasset-library%2Fimported%2Fsuffolk-register-office-privacy-notice-annex-a.docx&wdOrigin=BROWSELINK)

**Sharing your information**

The Suffolk Register Office does require us to share personal information with third party organisations where there is a lawful basis for doing so and for the following reasons:

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

Section 19AA of the Registration Service Act permits sharing of data between public bodies where a data sharing agreement has been approved and signed by both parties, and, if more than 1,000 records are to be shared, additional approval is required by the Registrar General.

The Suffolk Registration Office shares the following data under this provision:

* National register log 2613 – sharing of death registration data with Suffolk County Council Blue Badge, Adult Care Services, Children’s Services, Trading Standards & Finance teams
* National register log 141– sharing of death registration data with Housing & Benefit teams at Suffolk District & Borough Councils
* National Register Log 414 – Sharing of death registration data with Norfolk & Suffolk Foundation Trust

A copy of the information collected by a registration officer will also be sent to the Registrar General for England and Wales so that a central record of all registrations can be maintained.

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

[Please see part 2 - Sharing of Registration Informaiton, in Annex A which contains full details about what information is shared, with which organisation, and the lawful basis for doing so](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.suffolk.gov.uk%2Fasset-library%2Fimported%2Fsuffolk-register-office-privacy-notice-annex-a.docx&wdOrigin=BROWSELINK)

In addition to sharing information with other organisations, a copy of any register entry will be provided in accordance with the law to any applicant, provided 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 also be made to the General Register Office.

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. Indexes are available for public searching for which a statutory fee applies.

**Whether we intend to transfer your information to another country**

We do not transfer any personal data to any countries or international organisations outside of the EU, the EEA (European Economic Area), or any other country that does not have an equivalent level of data protection to the UK.

**How long we keep your information**

We keep personal data for as long as we need it to fulfil the purpose that it was collected for, and in line with any statutory or locally determined retention periods.

Registration information is retained indefinitely as required by law

Information collected during the booking of appointments and ceremonies and for certificate orders is retained for 2 years. At which point is is securely destroyed.

**Automated decision-making and profiling**

The Suffolk Register Office does use automated decision-making processes or profiling in respect of your information.

**Your rights under data protection law**

Under data protection law, you have the right to request access to the information

that we hold about you. If you would like to make a request to access your personal

information, please contact data.protection@suffolk.gov.uk.

You also have other rights regarding your personal data. [You can find out more information about these rights by looking at the council’s corporate privacy notice](https://www.suffolk.gov.uk/about/privacy-notice/).

**Your right to independent advice**

If you would like independent advice on this privacy notice or other matters about how Suffolk County Council processes your personal data, including how to make a complaint, you can contact the Information Commissioner's Office at:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113

Email: casework@ico.org.uk

**Annex A - List of processing activities for registrars, superintendent registrars and registration authorities**

1. **Collection of data**

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| **DATA****PROVIDER** | **PURPOSE** | **INFORMATION** | **PERSONAL****INFORMATION** | **STATUTORY BASIS** | **LAWFUL BASIS****(under Article 6 GDPR)** |
| \*Qualifiedinformant | Tocomplete a birth registration (including still birth) | Registration district and sub district of birthEntry number, date and place of birthName and surname SexName, surname and occupation of father (if recorded)Name, surname and occupation of motherUsual addressName, surname and usual address of the informant (if not the mother or father)Date of registration Name of registrar | Yes | S1 Births and DeathsRegistration Act 1953Regulation 7 Registration of Births and Deaths Regulations 1987 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| \*Qualified informant | Statistical purposes | Age of motherAge of father or parent (if registered)No. of previous children Date of marriage or civilpartnership of parents (if appropriate)Whether the mother had any marriage or civil partnership before that date | Yes, as linked to the birthregistration | S1 Population Statistics Act 1938 | 6 (c) legal obligationThe rights to object to processing of personal data or have personal data erased do not apply |
| \*Qualifiedinformant | Statisticalpurposes | Industry of employmentand employment status | Yes, as linkedto the birth registration | No provision(collected voluntarily) | 6 (e) public taskThe right to have personal data erased does not apply |
| \*Qualifiedinformant | Tocomplete a death registration | Registration district and sub district of deathEntry number, date and place of deathName, surname, maiden name (if applicable)SexOccupation and usual address of the deceasedDate and place of birth of the deceasedName, surname and usual address of the informantCause of death Date of registrationName of the registrar | Yes, in relationto informant’s details | S15 Births andDeaths Registration Act 1953 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| \*Qualified informant | Statistical purposes | Condition of deceased(i.e. single, married etc)Age of surviving spouse | Yes, as linked to deathregistration | S1 Population Statistics Act 1938 | 6 (c) legal obligation |

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|  |  | or civil partner (if any) | which contains the informant’sdetails |  | The rights to object toprocessing of personal data orhave personal data erased do notapply |
| \*Qualifiedinformant | Statisticalpurposes | Length of stay in a communal establishmentIndustry of employment and employment status of the deceased | Yes, as linkedto death registration which contains the informant’s details | No provision(collected voluntarily) | 6 (e) public taskThe right to have personal data erased does not apply |
| Doctorcertifying a death via a qualified informant\* | Tocomplete a death registration and statistical purposes | Name and age of deceasedCause of deathInterval between onset of disease and deathPlace of death and if in a hospital, the name of the consultantDate last seen alive Whether seen or not seenafter deathWhether referred to the coroner and by whomWhether additional medical details soughtSignature of certifying doctor, residence and qualification | Yes | S22 Births andDeaths Registration Act 1953 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| Coroner | Tocomplete a death registration | Information required to complete a death registration and coroner’s name. May include informant’s details | Yes | S23 Births andDeaths Registration Act 1953 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| Party to amarriage | Marriagenotice | Name and surname Date of birth | Yes | S27 Marriage Act1949Regulation 4 | 6 (c) legalobligation |
| Sex | Registration of | The rights to |
| Condition Occupation | Marriage Regulations2015 | object toprocessing of personal data or |
| Address | have personal |
| Period of residence Place of marriage | data erased do notapply |
| Nationality |
| Party to amarriage | Marriageregistration | District of marriage Place of marriage | Yes | S53 Marriage Act1949Regulation 12 | 6 (c) legalobligation |
| Entry number | Registration of | The rights to |
| Date of marriage Name and surname ofparties to the marriage | Marriage Regulations2015 | object toprocessing of personal data or have personal |
| Age, condition, rank or | data erased do not |
| profession | apply |
| 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 |

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| --- | --- | --- | --- | --- | --- |
| Party to a civilpartnership | Civil partnershipnotice | Name and surname Date of birthSex Condition Occupation AddressPeriod of residencePlace of formation of civil partnershipNationality | Yes | S8 Civil Partnership Act 2004Regulation 3 Civil Partnership(Registration Provisions)Regulations 2005 | 6 (c) legal obligationThe rights to object to processing of personal data or have personal data erased do not apply |
| Party to acivil partnership | Civilpartnership register | Registration Authority where the civil partnership was registeredDate and place of civil partnership registrationName and surname of civil partnersDate of birth, sex, condition and occupation of the civil partnersResidence at the time of the civil partnership registrationFather’s name, surname and occupation of each civil partnerMother’s name, surname and occupation of each civil partnerSignatures of civil partnersName and surname of witnessesSignature of civil partnership registrar | Yes | S2 Civil PartnershipAct 2004Regulation 11 Civil Partnership (Registration Provisions) Regulations 2005 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |

1. **Sharing of registration information**

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| **Civil Registration services** |
| **RECIPIENT** | **PURPOSE** | **INFORMATION** | **PERSONAL****INFORMATION** | **STATUTORY****PROVISION** | **LAWFUL BASIS****(Under Article 6 GDPR)** |
| Applicant fora certificate | To obtain acertified copy of a birth, death, marriage or civil partnership entry | Where the applicant canidentify 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 Birthsand Deaths Registration Act 1953 S64 Marriage Act Regulation 15 Civil partnership (Registration provisions) Regulations 2005 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| Superintendent registrar | To certifyregistration records | Quarterly returns of births(including still- births) and death registrations from registrars | Yes | S26 Births andDeaths Registration Act 1953 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not |

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|  |  |  |  |  | apply |
| To certifyregistration records | Quarterly returns ofmarriage registrations from everyone required to register marriages | Yes | S57 Marriage Act1949 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| RegistrarGeneral | To compileand maintain a central record of registration events | Certified copies of birth(including still births) and death registrations from superintendent registrars | Yes | S27 Births andDeaths Registration Act 1953 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| To supportUK Statistics Authority requirement to produce statistical information | Birth, still-birth and deathconfidential particulars to be collected by the RG | Yes | S2 Population(Statistics) Act 1938 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| To support UK StatisticsAuthority requirementto producestatistical information | Birth, still-birth and death voluntary particulars | Yes | No provision (collected voluntarily) | 6 (e) public taskThe right to have personal data erased does not apply |
| To supportUK Statistics Authority requirement to produce statistical information | Medical Certificate ofCause of Death additional information | Yes | Regulation 11 TheRegistration of Births Deaths and Marriages Regulations 1968 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| To compileand maintain a central record of registration events | Certified copies ofmarriage registrations from superintendent registrars | Yes | S58 Marriage Act1949 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| To report anoffence or suspicion of an offence | Forged documents | Yes | Regulation 72(1)(b) ofthe 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) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| Crime fightingpurposes | Suspicious applications for birth certificates,benefit fraud, fraudulent documents etc. | Yes | Schedule 6Immigration Act 2014 | 6 (e) public taskThe right to have personal data |

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|  |  |  |  |  | erased does not apply |
| Registrar General | To ensure birth and death records are accurate, to investigate fraud and to ensure data is held in format that can be used by public sector bodies.  | NHS number alongside the corresponding birth registration and the NHS number alongside the death registration whereprovided by the informant. | Yes | Section 19AA (1)(b) The Registration Service Act 1953 | 6(e) public taskThe right to have personal data erased does not apply. |
| **Other Government Departments** |
| Departmentfor Work and Pensions | In relation toits functions under the Contribution and Benefits Act and the Social Security Administratio n Act 1992 | Death registration extractsvia Tell Us OnceVia BD8 form | NoNo | S125 Social SecurityAdministration Act 1992The Social Security (Notification ofDeaths) Regulations2012Provision under review | Not applicable asnot personal informationNot applicable as not personal information |
| To supportthe Tell us Once birth service | Birth information fromregistrations and declarations | Yes | S19A RegistrationService Act 1953 | 6 (e) public taskThe right to have personal data erased does not apply |
| Departmentof Health and Social Care | To assist thedelivery of those functions exercisable by the organisation in relation to the health service | Death registrations due tovaccination (form 111) | Yes, ascontain informant’s details | Provision underreview | 6 (e) public taskThe right to have personal data erased does not apply |
| Home Office (UnitedKingdom Visas andImmigration/Immigration and Enforcement) | HOImmigration enforcement action | Marriage and civil partnership noticeinformation for those in scope of the referral andinvestigation scheme | Yes | S28H Marriage Act 1949S12A Civil Partnership Act 2004 | 6 (c) legal obligationThe rights to object to processing of personal data or have personal data erased do not apply |
| HOImmigration enforcement action | Information held by theregistration officer in relation to sham marriages | Yes | S24 Immigration andAsylum Act 1999 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| HOImmigration enforcement action | Information held by theregistration officer (S24A Sham CP) | Yes | S24A Immigrationand Asylum Act 1999 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| HOImmigration enforcement action | Information held by theregistration officer(where registration officer suspects immigration offences e.g. overstayers,working illegally) | Yes | Schedule 6Immigration Act 2014 | 6 (e) public taskThe right to have personal data erased does not apply |
| HOImmigration enforcement action | Information held by theregistration officer where request received | Yes | Schedule 6Immigration Act 2014 | 6 (e) public taskThe right to have personal data erased does not apply |
| HOImmigration enforcement | Supply nationalitydocuments where it is suspected that an | Yes | Section 20AImmigration and Asylum Act 1999 | 6 (c) legalobligation |

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|  | action | individual may be liable to removal from the UnitedKingdom and the document may facilitatethe removal. |  |  | The rights to object toprocessing of personal data orhave personal data erased do notapply |
| **Local Authorities** |
| Educationdepartment | For thoseeducation functions the LA isrequired todeliver | Birth and Deathregistrations | Yes | S564(3) Education Act1996 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| Council Tax BillingAuthorities | For those functions setout in part 1 of theGovernmentFinance Act 1992 | Name and surname, date of death and usualaddress of deaths of over 18s | No | Para 13 Sch 2 Local Government FinanceAct 1992 Reg 5 Council Tax(Administration andEnforcement) Regulations 1992 | Not applicable as not personal data |
| Electoral | To maintain | Inspection, with | Yes | S53(3) Representation | 6 (c) legal |
| Registration | an accurate | authorisation to make | of the People Act | obligation |
| Officers | list of those | copies, of records kept (in | 1983 |  |
| entitled to be | whatever form). Relates | Reg 35 | The rights to |
| registered on | to marriages and deaths. | Representation of the | object to |
| the electoral | People (England and | processing of |
| register and | Wales) Regulations | personal data or |
| qualifying | 2001 | have personal |
| addresses | data erased do not |
| apply |
| LocalSafeguarding Children Board | Functions asset out in s1(1) of the Children and Young Person Act 2008 | Death registrations ofunder 18s | Yes, ascontain informant’s details | S31 Children andYoung Persons Act 2008 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| Frauddepartment | Crimefighting purposes | Offences relating tocouncil tax benefit or housing benefit | Yes | Schedule 6Immigration Act 2014 | 6 (e) public taskThe right to have personal data erased does not apply |
| SafeguardingTeam | Child andadult protection | Suspected maltreatmentof an adult or child | Yes | Schedule 6Immigration Act 2014 | 6 (e) public taskThe right to have personal data erased does not apply |
| **Others** |
| Coroner | Investigation s | Deaths falling into those categories set out inregulation 41 of Registration of Births andDeaths regulations 1987 | Yes, as containinformant’s details | Births and Deaths Registration Act 1953 | 6 (c) legal obligationThe rights to object to processing of personal data or have personal data erased do not apply |
| NationalHealth Service Commissioni ng Board, Clinical Commissioni ng Groups, | To assist thedelivery of those functions exercisable by the organisation in relation to | Birth (including still birth)and Death registrations | Yes | S269(2) NationalHealth Service Act 2006 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal |

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| local authorities(England) | the health service |  |  |  | data erased do not apply |
| NationalHealth Service Local Health Boards (Wales) | To assist theLocal Health Boards in the performance of their functions in relation to the health service | Birth and Deathregistrations | Yes | S200(2) NationalHealth Service (Wales) Act 2006 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| Publicpension payers | To assistgovernment departments in the administratio n of pensions | Death registrations ofpublic service pensioners (form 111) | Yes, ascontain informant details | Provision underreview | 6 (e) public taskThe right to have personal data erased does not apply |
| GeneralPharmaceutic al Council | Removal ofnames from the register | Death notifications (form111) of registered pharmacists and registered pharmacy technicians | Yes, ascontain informant’s details | Pharmacy Order 2010 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| Law Society | Removal ofnames from the register | Death certificates ofsolicitors | Yes, ascontain informant’s details | Provision underreview | 6 (e) public taskThe right to have personal data erased does not apply |
| GeneralOptical Council | Removal ofnames from the register | Death certificates ofopticians | Yes, ascontain informant’s details | S10(2) Opticians Act1989 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| DistrictMedical Officer (England).ChiefAdministrativ e Medical Officer (Wales) | Removal ofnames from the register | Death certificates ofmidwives | Yes, ascontain informant’s details | Provision underreview | 6 (e) public taskThe right to have personal data erased does not apply |
| GeneralMedical Council | Removal ofnames from the register | Death registrations ofregistered medical practitioners (form 111) | Yes, ascontain informant’s details | S30(6) Medical Act1983 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |
| GeneralDental Council | Removal ofnames from the register | Death registrations ofdentists (form 111) | Yes, ascontain informant’s details | S23(1) Dentists Act1984 | 6 (c) legalobligationThe rights to object to processing of personal data or have personal data erased do not apply |

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| --- | --- | --- | --- | --- | --- |
| Royal College ofVeterinary Surgeons | Removal of names fromthe register | Death registrations of veterinary surgeons (form111) | Yes, as containinformant’s details | S13(1) Veterinary Surgeons Act 1966 | 6 (c) legal obligationThe 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