



Blackburn with Darwen Council Privacy Notice

Service area – Registrars

This policy explains how the information we collect about you is used and your rights in relation to that information.

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 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.

The superintendent registrar is a data controller for birth, marriage and death registrations and can be contacted at Blackburn with Darwen Register Office, Town Hall, King William Street, Blackburn, BB1 7DY.

The local authority is a data controller for civil partnership registrations and can be contacted at Blackburn with Darwen Register Office, Town Hall, King William Street, Blackburn, BB1 7DY.

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.

The Data Protection Officer is: The DPO, BWDBC, Town Hall, King William Street, Blackburn, BB1 7DY Email: accesstoinformation@blackburn.gov.uk Telephone: 01254 585226.

A copy of any register entry will be provided by this office 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 online via the Lancashire Births, Marriages and Deaths Indexes website.

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 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 [Annex A below](#). Alternatively, staff at this office will be able to provide the information.

You have the right to request access to the personal information we hold about you, to be informed about the collection and use of your personal information, for incorrect information to be corrected (where the law permits) and to request us to restrict the processing of your personal information. In certain circumstances you have the right to object to the processing of your personal information. Your information will not be subjected to automated decision-making.

Registration information is retained indefinitely as required by law. (Minimum period of preservation of official documents see [Annex B below](#)).

If you have any questions or concerns about the collection, use or disclosure of your personal information please contact accesstoinformation@blackburn.gov.uk

You have the right to complain to the Information Commissioner's Office about the way we are handling your personal information. Details on how you can do this can be found at <https://ico.org.uk/>

Annex A

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
*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
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

Party to a civil partnership	Civil partnership register	<p>Registration Authority where the civil partnership was registered</p> <p>Date and place of civil partnership registration</p> <p>Name and surname of civil partners</p> <p>Date of birth, sex, condition and occupation of the civil partners</p> <p>Residence at the time of the civil partnership registration</p> <p>Father's name, surname and occupation of each civil partner</p> <p>Mother's name, surname and occupation of each civil partner</p> <p>Signatures of civil partners</p> <p>Name and surname of witnesses</p> <p>Signature of civil partnership registrar</p>	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
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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
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
	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
Other Government Departments					
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	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

	organisation in relation to the health service				
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
	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
Local Authorities					
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

Safeguarding Team	Child and adult protection	Suspected maltreatment of an adult or child	Yes	Schedule 6 Immigration Act 2014	apply 6 (e) public task The right to have personal data erased does not apply
Others					
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
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

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

Annex B

Minimum period of preservation of official documents

Class of document	Period after which document may be destroyed
1. Appointment forms of registration officers	1 year after retirement
2. Forms of appointment of authorised persons under the Marriage Act 1898 or the Marriage Act 1949	2 years after vacation of office
3. Registrar General's authorities for registration after 12 months in accordance with sections 7 and 21 of the Births and Deaths Registration Act 1953	2 years
4. Books recording issue of books and forms of medical certificates (Form 17)	5 years after last entry
5. Notifications of disposals of bodies of deceased persons	5 years
6. Declarations made by applicants for certificates for disposal (no liability to register)	5 years
7. Marriage notices	5 years
8. Forms of consent to marriages of minors	1 year
9. Caveats against the grant of a superintendent registrar's certificate or certificate and licence or Registrar General's licence for marriage	2 years
10. Superintendent registrar's certificates and certificates and licences for marriage	2 years from date of marriage
11. Notifications of the issue of the Registrar General's licence for marriage and Registrar General's licences for marriage	2 years from date of marriage
12. Requisitions for certificates of birth, marriage or death issued under certain Acts of Parliament for the purpose of those Acts	2 years
13. Requisitions for certificates issued for the purposes of the 1st Schedule to the Industrial Assurance and Friendly Societies Act 1948 and the 5th Schedule to the Friendly Societies Act 1974	6 years
14. Counterfoils of certificates and forms:- (a) Standard certificates of birth, marriage, death and still-birth	2 years (but retained further if they have not been subject to scrutiny during a stock audit by GRO)
(b) Certificates issued for the purposes of the 1st Schedule to the Industrial Assurance and Friendly Societies Act 1948 and the	6 years

5th Schedule to the Friendly Societies Act 1974	
(c) Certificates issued for the purpose of the provisions of the Friendly Societies Acts relating to a payment on the death of a child under the age of ten	3 years
(d) Certificates issued for purposes of certain other Acts of Parliament	2 years
(e) Certificates of registration of births and still-births	2 years (but retained further if they have not been subject to scrutiny during a stock audit by GRO)
(f) Requisitions to persons liable to register who have failed to do so	1 year
(g) Forms of report of death to coroner by registrar	1 year
(h) Certificates for disposal (1) before or after registration of death (2) still-births (3) no liability to register	5 years 5 years 5 years
15. Accounting books and records:- (a) Record and demand book (b) Cash book (c) Paying-in book/slips (d) Receipt books (e) Registrar General's certificate and direction (f) Form of account (office copy)	10 years 7 years 7 years 7 years 7 years 2 years
16. Routine correspondence:- (a) relating to appointment and conduct of officers (b) relating to registration of births, marriages and deaths, correction of errors, birth re-registrations not made (Forms LA1 and GRO 185 and copy documents), issue of certificates under certain Acts of Parliament, irregular burials (c) relating to false information given to registration officers, falsification and forgery of certificates of birth, marriage or death; marriage of foreigners and persons divorced abroad (d) relating to accounting transactions, charges, receipts (e) other correspondence	2 years 3 years 3 years 2 years 3 years
17. Statutory declaration regarding the loss or destruction of a certificate issued under the Industrial Assurance and Friendly Societies Act 1948 and the Friendly Societies Act 1974	6 years