

# 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](#), 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)

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](#)
- 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](#)

## **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 Information, in Annex A which contains full details about what information is shared, with which organisation, and the lawful basis for doing so](#)

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 it 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](mailto: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.](#)

### **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](mailto:casework@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	To complete a 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	Statistical purposes	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	Statistical purposes	Industry of employment and employment status	Yes, as linked to the birth registration	No provision (collected voluntarily)	6 (e) public task  The right to have personal data erased does not apply
*Qualified informant	To complete a 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	Statistical purposes	Condition of deceased (i.e. single, married etc) Age of surviving spouse	Yes, as linked to death registration	S1 Population Statistics Act 1938	6 (c) legal obligation

		or civil partner (if any)	which contains the informant's details		The rights to object to processing of personal data or have personal data erased do not apply
*Qualified informant	Statistical purposes	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 (collected voluntarily)	6 (e) public task  The right to have personal data erased does not apply
Doctor certifying a death via a qualified informant*	To complete a death registration and statistical purposes	Name and age of deceased 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 Signature of certifying doctor, residence and qualification	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
Coroner	To complete a death registration	Information required to complete a death registration and coroner's name. May include informant's details	Yes	S23 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	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

## 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



	To certify registration records	Quarterly returns of marriage registrations from everyone required to register marriages	Yes	S57 Marriage Act 1949	apply 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	S27 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 (collected voluntarily)	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
Registrar General	To ensure birth and death records are accurate, to	NHS number alongside the corresponding birth registration and the NHS number alongside the death registration where provided by the informant.	Yes	Section 19AA (1)(b) The Registration Service Act 1953	6(e) public task  The right to have personal data erased does not apply.
<b>Other Government Departments</b>					
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	Marriage and civil partnership notice information for those in scope of the referral and investigation scheme	Yes	S28H Marriage Act 1949 S12A Civil Partnership Act 2004	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 in relation to sham marriages	Yes	S24 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

	HO Immigration enforcement action	Information held by the registration officer (S24A Sham CP)	Yes	S24A 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
	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	Supply nationality documents where it is suspected that an	Yes	Section 20A Immigration and Asylum Act 1999	6 (c) legal obligation
	action	individual may be liable to removal from the United Kingdom and the document may facilitate the removal.			The rights to object to processing of personal data or have personal data erased do not apply
<b>Local Authorities</b>					
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
<b>Others</b>					
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	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,	To assist the delivery of those functions exercisable by the organisation in relation to	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
local authorities (England)	the health service				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