

Privacy Notice (How we use your information)

Kirklees Registration Service

Kirklees Council provides a range of both statutory and non-statutory Registration services. The services we provide are in the following areas:

- The registration of Births, Deaths & Marriages.
- Undertaking Civil Marriages & Civil Partnerships
- Citizenship Ceremonies
- Renewal of Vows & Naming Ceremonies

We also issue birth, death, marriage and civil partnership certificates registered between 1837 to the present day, for events that took place in the Kirklees area.

The categories of information that we collect, process, hold and share include:

Personal information and characteristics such as:

- name
- date of birth
- date of death
- date of marriage/civil partnership
- place of birth
- address
- gender
- ethnicity
- nationality
- occupation
- name and occupation of parents
- name of spouse
- contact details (email and phone numbers)
- cause of death and medical conditions contributing to this

Most of this information is provided by you however, we may also receive information directly from hospitals, GP surgeries and the coroner's office.

Why we collect and hold this information

We use this personal data in order to:

- comply with the legal requirements to register a Birth, Death, Marriage or Civil Partnership
- comply with the legal requirements to verify a person is legally permitted to marry in this country

- enable us to carry out specific functions for which we are responsible
- provide you with the service you have requested, for example providing a Birth, Death, Marriage or Civil Partnership certificate
- Assess the quality of our services;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services.

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 Kirklees Registration Service, The Town Hall, Ramsden Street, Huddersfield, HD1 2TA.

The local authority is a data controller for civil partnership registrations and can be contacted at Kirklees Registration Service, The Town Hall, Ramsden Street, Huddersfield, HD1 2TA.

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 lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is:

6(1)(c) We have a legal obligation.

This legal basis is underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. The main legislation which governs the collection of registration information is:

- Births and Deaths Registration Act 1953
- Marriage Act 1949
- Civil Partnership Act 2004.
- Nationality, Immigration and Asylum Act 2002

In order to do this work, we also need to collect some special category data. This is personal data that needs more protection because it is sensitive. Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing special category information is:

9(2)(g) Reasons of substantial public interest (with a basis in law)

How we store your personal information

Your information is safely stored in locked vaults, drawers and filing cabinets and password protected secure databases. Registration information is retained indefinitely as required by law.

The retention periods for specific documents are outlined below:

- marriage notices – 5 years
- superintendent registrar's certificates and certificates and licences for marriage – 2 years from date of marriage

Counterfoils of certificates and forms:

- standard certificates of birth, marriage, death and still-birth – 2 years
- certificates of registration of births and still births – 2 years
- forms of report of death to coroner by registrar – 1 year

Certificates for disposal:

- before or after registration of death – 5 years
- still-births – 5 years

Citizenship attendance records

- Paper based attendance records – 2 years
- Digital based attendance records – 10 years

Appointment booking records

- Including appointments for the registration of births, deaths, marriages, civil partnerships, renewal of vows, citizenship and naming ceremonies – 2 years

Routine correspondence:

- relating to registration of births, marriages and deaths, correction of errors, birth re-registrations not made and irregular burials – 3 years
- 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 – 3 years

Who we may share your information with

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- Statistical or research purposes

- Administrative purposes by official bodies, for example 'Tell Us Once' ensuring records are up-to-date in order to provide services to the public.
- Fraud prevention or detection, immigration and passport purposes

Please see below a list of the organisations with whom registration data is shared.

- The General Register Office
- Other Register Offices
- Local Authority
- Tell Us Once
- Other government departments including but not limited to Department of Education, Health and Social Care, Her Majesty's Passport Office.

What is the 'Tell Us Once' Scheme?

Tell Us Once is a service that lets you report a death to most government organisations in one go.

This service is provided by the Department for Work and Pensions (DWP) on behalf of the Government. The service is a voluntary service which you have elected to use and are giving your consent to the use of the data you provide. The service is administered in Kirklees, for the DWP, by the Council Registrar for the notification of Deaths only.

When you tell the registrar about a death they will send it to the DWP. The Council does not keep a copy of the data that is submitted neither is it retrievable by the Council once submitted.

For more information about the 'Tell Us Once' service please see the DWP website here:

<https://www.gov.uk/after-a-death/organisations-you-need-to-contact-and-tell-us-once>

Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified (where the law permits) and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at data.protection@kirklees.gov.uk if you wish to make a request.

Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact either:

dewsbury.registrars@kirklees.gov.uk or huddersfield.registrars@kirklees.gov.uk



If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.