

## 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<br>Entry number, date, and place of birth<br>Name and surname<br>Sex<br>Name, surname, and occupation of father (if recorded)<br>Name, surname, and occupation of mother<br>Usual address<br>Name, surname, and usual address of the informant (if not the mother or father)<br>Date of registration<br>Name of registrar | Yes                                      | S1 Births and Deaths Registration Act 1953<br><br>Regulation 7 Registration of Births and Deaths Regulations 1987 | 6 (c) legal obligation<br><br>The rights to object to processing of personal data or have personal data erased do not apply |
| *Qualified informant | Statistical purposes                                     | Age of mother<br>Age of father or parent (if registered)<br>No. of previous children<br>Date of marriage or civil partnership of parents (if appropriate)<br>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<br><br>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<br><br>The right to have personal data erased does not apply  |
| *Qualified informant | To complete a death registration                         | Registration district and sub district of death<br>Entry number, date, and place of death<br>Name, surname, maiden name (if applicable)<br>Sex<br>Occupation and usual address of the deceased<br>Date and place of birth of the deceased<br>Name, surname, and usual address of the informant<br>Cause of death<br>Date of registration<br>Name of the registrar         | Yes, in relation to informant's details  | S15 Births and Deaths Registration Act 1953   | 6 (c) legal obligation<br><br>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.)<br>Age of surviving spouse  | Yes, as linked to death registration     | S1 Population Statistics Act 1938   | 6 (c) legal obligation  |

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|  |   | 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<br>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<br><br>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<br>Cause of death<br>Interval between onset of disease and death<br>Place of death and if in a hospital, the name of the consultant<br>Date last seen alive<br>Whether seen or not seen after death<br>Whether referred to the coroner and by whom<br>Whether additional medical details sought<br>Signature of certifying doctor, residence, and qualification              | Yes   | S22 Births and Deaths Registration Act 1953   | 6 (c) legal obligation<br><br>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<br><br>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<br>Date of birth<br>Sex<br><br>Condition<br>Occupation<br>Address<br>Period of residence<br>Place of marriage<br>Nationality   | Yes   | S27 Marriage Act 1949<br>Regulation 4<br>Registration of Marriage Regulations 2015  | 6 (c) legal obligation<br><br>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<br>Place of marriage<br>Entry number<br><br>Date of marriage<br>Name and surname of parties to the marriage<br>Age, condition, rank or profession<br>Residence at the time of the marriage<br>Name, surname, and rank or profession of each party's father<br>Signatures of both parties and their witnesses<br>Name of the person(s) who conducted, and registered the marriage | Yes   | S53 Marriage Act 1949<br>Regulation 12<br>Registration of Marriage Regulations 2015 | 6 (c) legal obligation<br><br>The rights to object to processing of personal data or have personal data erased do not apply |

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| Party to a civil partnership | Civil partnership notice   | Name and surname<br>Date of birth<br>Sex<br>Condition<br>Occupation<br>Address<br>Period of residence<br>Place of formation of civil partnership<br>Nationality  | Yes | S8 Civil Partnership Act 2004<br>Regulation 3 Civil Partnership (Registration Provisions) Regulations 2005  | 6 (c) legal obligation<br><br>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<br>Date and place of civil partnership registration<br>Name and surname of civil partners<br>Date of birth, sex, condition, and occupation of the civil partners<br>Residence at the time of the civil partnership registration<br>Father's name, surname, and occupation of each civil partner<br>Mother's name, surname, and occupation of each civil partner<br>Signatures of civil partners<br>Name and surname of witnesses<br>Signature of civil partnership registrar | Yes | S2 Civil Partnership Act 2004<br>Regulation 11 Civil Partnership (Registration Provisions) Regulations 2005 | 6 (c) legal obligation<br><br>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<br>S64 Marriage Act Regulation 15 Civil Partnership (Registration provisions) Regulations 2005 | 6 (c) legal obligation<br><br>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<br><br>The rights to object to processing of personal data or have personal data erased do not       |

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|                   |   |   |     |  | 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<br><br>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<br><br>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<br><br>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<br><br>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<br><br>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<br><br>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)<br>Regulation 23(1) of the Registration of Marriage Regulations 2015 (marriages)<br>Regulation 18 of the Civil Partnership (Registration Provisions) Regulations 2005 (civil partnerships) | 6 (c) legal obligation<br><br>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<br><br>The 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 where provided by the informant. | Yes                                 | Section 19AA (1)(b) The Registration Service Act 1953   | 6(e) public task<br>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<br><br>Via BD8 form   | No<br><br>No                        | S125 Social Security Administration Act 1992<br>The Social Security (Notification of Deaths) Regulations 2012<br><br>Provision under review | Not applicable as not personal information<br><br>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<br>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<br>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<br>S12A Civil Partnership Act 2004   | 6 (c) legal obligation<br>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<br>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<br>The rights to object to processing of personal data or have personal data erased do not apply |

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|                                   | HO Immigration enforcement action  | Information held by the registration officer (where a registration officer suspects immigration offences e.g.. overstayers, working illegally)                      | Yes                                 | Schedule 6 Immigration Act 2014   | 6 (e) public task<br>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<br>The right to have personal data erased does not apply  |
|                                   | HO Immigration enforcement action  | 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<br>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<br>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<br>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<br>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<br>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<br>The right to have personal data erased does not apply  |
| <b>Others</b>                     |  |   |                                     |   |   |

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| Coroner  | Investigation s   | 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<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br><br>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<br><br>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<br><br>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.