Data Protection Privacy Statement – Civil Registration Service

In order to deliver services to the citizens and communities in Bedford Borough, it is necessary for the Council to collect, gather and process personal data about residents, staff and other individuals. Bedford Borough Council is committed to protecting your personal data when you use its services and/or correspond with it.

The Superintendent Registrar for the Council's Civil Registration Service is registered as a Data Controller with the Information Commissioner's Office.

The Council has registered as a Data Controller with the Information Commissioner's Office. This registration can be viewed on the ICO website (opens in a new window) Registration Number ZA172160.

As a Data Controller, the Superintendent Registrar for the Council's Civil Registration Service sets out the purposes and methods for processing information and ensures safeguards over any personal and special category information it processes as per legislation from the Registrar General.

The sections below explain the arrangements we have in place to protect the information entrusted to the Council's Civil Registration Service.

In relation to Civil Registration Service, Bedford Borough Council will process your personal data for the following processing purposes:

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.

We provide statutory services in respect of birth registration, death registration, marriage notice and registration, civil partnership notice and registration and citizenship ceremonies.

We do this under responsibilities set out in various laws that either form part of our public task or place us under a legal obligation to collect information.

The primary legislation we act under are:

- Births and Deaths Registration Act 1953
- Registration of Births and Deaths Regulations1987
- Population Statistics Act 1938
- Marriage Act 1949
- Regulation 4 Registration of Marriage Regulations2015
- Civil Partnership Act 2004
- Regulation 3 Civil Partnership (Registration Provisions) Regulations 2005

We also provide non–statutory services such as celebratory services.

Contact information will be used as part of the services we deliver, including seeking customer feedback and providing related information about the services.

Whenever we use information, we always limit this to only the details that are needed and we ensure that it is used safely and securely. We require anyone we share information with, or who uses it on our behalf, to do so too.

All staff receive training on data protection and information security.

It is processing this personal data by virtue of the following Lawful Basis:

Compliance with a legal obligation, Performance of a task carried out in the public interest or exercise of official authority and for special category data -information is required by legislation.

Personal data provided for Civil Registration may be shared with, or obtained from the following organisations (in addition to any other disclosure required by a Court of Law or in response to a valid request by, normally, a law enforcement agency:

All key life events are recorded into a system provided by the General Register Office (GRO) for England and Wales, so that a central record of all registrations can be maintained.

Where legislation required a paper record is also created.

Confidential information for statistical purposes which you are required by law to give to us, and other information provided voluntarily, will be passed to the UK Statistics Authority for the preparation and supply of statistics.

Both we and the GRO may also make information available to Central government, Local government, NHS and law enforcement organisations where appropriate, for the following purposes:

- Providing the Tell Us Once service (capture offered only)
- Statistical or research purposes

- Administrative purposes by official bodies e.g. ensuring their records are up-to-date
- Fraud prevention or detection, immigration and passport purposes

It should be noted that records of the deceased are not covered by Data Protection legislation, which relates only to living individuals, although the common law duty of confidentiality still applies.

We are also required by law to share details of death registrations with relevant bodies to ensure their records are accurate or for monitoring purposes. This ranges from public pension payers to profession-specific organisations such as the General Medical Council, General Dental Council and General Optical Council.

The processing of your personal data will be restricted in time to:

We only keep information for as long as it is needed. This will be based on either a legal requirement (where a law says we have to keep information for a specific period of time) or accepted business practice.

Registration information is retained indefinitely as required by law. The document detailing the specific time periods is available on request from the Superintendent Registrar.

Your personal data will be held by/for the Council within the UK or the EU.

We have a range of measures to protect the personal data you provide. These include cyber security, physical security of the Council's buildings and training on Data Protection for staff.

Contact details:

The Superintendent Registrar is a data controller for birth, marriage and death registrations and can be contacted at Bedford Borough Council, Borough Hall Cauldwell Street, Bedford, MK42 9AP

The local authority is a data controller for civil partnership registrations and the DPO and can be contacted at Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford. MK42 9AP.
Email: dpo@bedford.gov.uk

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, General Register Office, PO Box 2, Southport PR8 2JD

The Data Protection Officer for birth, marriages and deaths can be contacted at dpo@bedford.gov.uk

If anything in this notice is not clear, or if you have further queries, please get in contact with the Data Protection Officer dpo@bedford.gov.uk

If you wish to enquire about your rights as a data subject, whether you wish to request a copy of your own information that Bedford Borough Council holds, request for data portability; rectification or erasure of your data for any reason or objection to any processing, please contact: dpo@bedford.gov.uk .

Alternatively, in the event that you remain dissatisfied with the way Bedford Borough Council has handled the processing of your information (i.e. after liaising with the Council to find a satisfactory solution), you have the right to contact the UK's Statutory Authority: The Information Commissioner's Office (ICO) who can be contacted by using the details displayed at the bottom of the page entitled Personal information and your rights | Bedford Borough Council on our website under the "Challenging the response" heading.

Changes to this Notice:

We keep this Privacy Notice under regular review; this Notice was last updated in August 2025.