

Hull Register Office

Overview

The personal information collected from you 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.

Why we need your personal data

Personal information may be collected from you if you make an application to this office; for example, for a copy of 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. If you fail to provide the information you are required to give us you may, among 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.

Information Sharing

A copy of any register entry will be provided by this office in accordance with 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 in a paper format.

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.

In addition to the information collected from you we may also receive information necessary to register an event or amend / correct a registration from others. We receive information from -

- Home Office
- NHS
- General Register Office
- HM Senior Coroner
- Other register offices

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 -

- statistical and 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

If you would like further information on who your data is shared with; registration staff at our office will be able to provide further information.

Retention period

Registration information is retained indefinitely by law. We retain information relating to appointments for 2 years and information relating to the receipting of payments for +7 years.

Your Rights

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 the information held 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 subject to automated decision making.

Data Controller

The superintendent registrar is a data controller for this information.

Our Contact Details are -

Hull Register Office
The Wilson Centre
Alfred Gelder Street
Hull
HU1 2AB

Telephone - 01482 300300

Email - register.office@hullcc.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 via -

General Register Office
Trafalgar Road
Southport
PR8 2HH

Questions, complaints and comments

More details about how Hull City Council uses personal information can be found on our website -

[Access the Hull City Council's General Privacy Notice](#)

If you have any questions or concerns about the collection, use or disclosure of your personal information please contact -

Hull City Council
Data Protection Officer
Room 11
The Guildhall
HULL
HU1 2AA

Email - Information@hullcc.gov.uk

You also have the right to complain to the regulator –

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone - 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

[Visit the ICO Website](#)