

Privacy Notice - How we use your information

Calderdale Council is registered with the information Commissioners Office (ICO) under the provisions of the Data Protection Act 1998. The Council takes its responsibilities under the Act very seriously.

The information provided by you is collected purely for the purposes of providing you with copy certificate of birth/death/marriage/civil partnership. We need to collect this information in order to maintain accurate records of your name, contact details and request. Completion of this form constitutes explicit consent from you for us to process your data for this purpose.

You may withdraw this consent at any time by writing to the Registration and Licensing Services Manager, Spring Hall, Huddersfield Road, Halifax, HX3 0AQ. In addition you have the right to see what information is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it and the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law.

The Councils Data Protection Officer is Tracie Robinson and can be contacted at information_management@calderdale.gov.uk

Your name, contact details and eligibility are recorded electronically on our system to maintain up to date records. This information will be kept for a maximum of eighteen months or until such time as the data is reviewed by us or removed at your request.