

# Privacy Notice – Non Statutory Ceremonies

## Overview

The personal information collected from you in order to carry out non-statutory ceremonies such as your name, date and venue of ceremony is required as part of the contract you voluntarily enter into when you book a ceremony with us.

## Why we need your personal data

We need certain personal information from you in order to maintain an electronic diary of appointments, plan and personalise ceremonies, and to evidence and receipt the payment of booking fees and ceremony fees.

We process information about:

- Ceremony options and choices
- Venues and location of ceremony
- Dates and times of a ceremony
- Fees and charges for ceremonies
- Feedback from ceremonies

The types of personal information we hold includes:

- Names, Addresses and contact information;
- Payments received
- Incidental information relevant to the planning ceremony such as family circumstances; witnesses and details of others who will be involved in the ceremony
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We may also need to process your personal information to investigate complaints or concerns in relation to the service we provide.

More details about how Hull City Council uses personal information can be found on our website - <http://www.hull.gov.uk/help/general-privacy-notice>

## Information Sharing

We receive information from –

- Customers;
- Other Council departments;
- Contract providers (the call centre)
- Ceremony venues;
- Members of the public.

We sometimes share information with –

- Venues where ceremonies are held in order to manage bookings

## **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.

## **Retention period**

We retain general records for 12 months and records to evidence receipt of payment for +7 years.

## **Data Controller**

The superintendent registrar is a data controller for information held for ceremonies.

Our Contact Details are:

Hull Register Office  
The Wilson Centre  
Alfred Gelder Street  
Hull  
HU1 2AB  
01482 300300  
[register.office@hullcc.gov.uk](mailto:register.office@hullcc.gov.uk)

## **Questions/complaints/comments**

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

Hull City Council  
Data Protection Officer  
Room 11  
The Guildhall  
HULL  
HU1 2AA  
[Information@hullcc.gov.uk](mailto: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

Online enquiries - <https://ico.org.uk/global/contact-us/email/>