

**ANNEX B - LIST OF PROCESSING ACTIVITIES FOR THE REGISTRATION SERVICE AT  
VALE OF GLAMORGAN COUNCIL (THOSE NOT INCLUDED IN THE GRO LIST)**

1 Collection of data

DATA PROVIDER	PURPOSE	INFORMATION	PERSONAL INFORMATION	BASIS FOR RETENTION	RETENTION PERIOD
Party to a marriage	Provisional booking form for a wedding	Name and surname of parties to the marriage Addresses Contact details – telephone number, e mail addresses Place of marriage Date of marriage Time of marriage	YES	Proof of booking request	2 years following date of marriage – remains with the marriage authorities for any discrepancies
Party to a civil partnership	Provisional booking form for a registration	Name and surname of parties registering Addresses Contact details – telephone number, e mail addresses Place of registration Date of registration Time of registration	Yes	Proof of booking request	2 years following date of registration – for any discrepancies
Party to a marriage	Confirmation of booking for a wedding	Name and surname of parties to the marriage Addresses Place of marriage Date of marriage Time of marriage	Yes	Proof of booking made	2 years following date of marriage – remains with the marriage authorities for any discrepancies
Party to a civil partnership	Confirmation of booking a registration	Name and surname of parties registering Addresses Place of registration Date of registration Time of registration	Yes	Proof of booking made	2 years following date of registration – for any discrepancies
Party to a marriage	Pre ceremony discussion	Name and surname of parties to the marriage Occupations Addresses	Yes	To confirm marriage ceremony contents with	2 years following date of marriage – remains with the marriage

		Place of marriage Date of marriage Time of marriage Fathers names and Occupation Witness names		the couple	authorities for any discrepancies
Party to civil partnership	Pre- ceremony discussion	Name and surname of parties to the registration Addresses Occupations Place of registration Date of registration Time of registration Parents names and occupation Witness names	Yes	To confirm ceremony contents with the couple	

2 Sharing of registration information

Applicant for a correction to a registration	To correct completed entries of birth, death, marriage or civil partnership registration entries	The applicant must complete a correction request form for GRO, state any inaccuracies in the registration, pay the fee, produce documentary evidence, provide personal contact details	Yes	Statutory provision	
Applicant for a re- registration					