Baby Loss Certificate Scheme – Privacy Notice

The Baby Loss Certificate Scheme is operated and maintained by the General Register Office for Northern Ireland (GRONI), a branch of the Northern Ireland Statistics and Research Agency (NISRA), an Agency within the Department of Finance (DoF). The Department of Finance is committed to protecting your privacy when you use our services. This privacy notice explains how GRONI uses information about you and the ways in which we will safeguard your data.

This privacy notice does not provide exhaustive detail of all aspects of the GRONI's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Data Protection Officer
Craigantlet Buildings
Stoney Road
Belfast
BT4 3SX
Email: DataProtectionOfficer@finance-ni.gov.uk

What information we need

The Department of Finance is the data controller of the personal data we process. The information we need to process includes:

- Name of applicant
- Name of the other parent of the child (subject to conditions)
- Address of applicant
- Other contact details (e.g. telephone number or e-mail address)

We also process special categories of personal data that include:

- Information about a significant health event (loss of a child in early pregnancy), including:

Why we process personal information

The main legislation relating to the Baby Loss Certificate Scheme is the Deaths, Still-Births and Baby Loss Act (Northern Ireland) 2026. Under the Act, the Registrar General for Northern Ireland has the power to create regulations to provide for the issue of certificates which recognise the loss of a baby before the end of the 24th week of pregnancy.

The Baby Loss Certificate Regulations (Northern Ireland) 2026 provide the legal basis for operating the Scheme, outlining the way in which the Scheme is managed and how an application for a Baby Loss Certificate is processed.

The Registrar General for Northern Ireland also has a legal obligation to ensure that all collection and processing of personal data complies with the UK General Data Protection Regulation and the Data Protection Act 2018.

We collect and process personal information to enable us to produce a Baby Loss Certificate, a formal recognition of the loss of a baby in early pregnancy, prior to the end of the 24th week. The basis on which we collect and process that information is the '**public task**' basis – the exercise of official authority vested in the Registrar General for Northern Ireland as the data controller (Article 6(1)(e) of the UK General Data Protection Regulation (UK GDPR)).

Where the information we process is special category data, the additional basis for processing that we rely on is Article 9(2)(g) processing is necessary for a reason of substantial public interest.
Application for a Baby Loss Certificate is entirely voluntary – the information that is requested from you (as the applicant to the Scheme) is provided by you on a voluntary basis. There is no statutory requirement to register a loss, and there is no requirement to submit medical evidence of the loss within the application process.

Use of cookies

Website usage information is collected using cookies. You can read more about how we use cookies on our Cookies Page.

How we obtain personal data

We obtain personal information directly from you, the applicant, in the course of your application for a Certificate.

Information that you provide in relation to another person (the name of the other parent of the child) can only be accepted for inclusion on the Baby Loss Certificate on the basis that either

a) you have obtained the agreement of that person for their name to be included on the certificate, or
b) the other person is deceased.

How long we keep your personal data

We will only retain personal information about you for as long as necessary to process the Baby Loss Certificates. In line with the DoF Retention and Disposal Schedule, we will therefore hold relevant information for 5 years, after which time it will be destroyed securely.

Your rights

Under data protection legislation, you have rights as an individual which you can exercise in relation to the information we hold about you. The Department tries to be as open as possible in terms of giving you access to your personal data. You can find out if we hold any information by making a subject access request. If we do hold information about you, we will, where possible:

- Give you a description of it;
- Tell you why we are holding it;
- Tell you who it could be disclosed to; and
- Let you have a copy of the information in an intelligible form.

To make a request for any personal information we may hold, you can contact our Data Protection Officer whose details can be found at the top of this notice or email us at DataProtectionOfficer@finance-ni.gov.uk.

If, at any point, you believe the information we process on you is incorrect, you can ask to have this information corrected. In certain circumstances, you may also ask us to erase or restrict the processing of your data.

How do I complain?

If you wish to raise a complaint about how we have handled your data, you can contact our Data Protection Officer at the address above who will investigate the matter. If you are not satisfied with our response, or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner at the following address:

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

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 1st June 2026.

How to contact us

If you want to request information about our privacy policy or our data protection policy you can e-mail us at DataProtectionOfficer@finance-ni.gov.uk or write to:

Data Protection Officer
Department of Finance

Craigantlet Buildings
Stoney Road
Belfast
BT4 3SX

Scéim um Theastas Caillteanais Linbh - Fógra Príobháideachais

Feidhmíonn Oifig an Chláraitheora Ghinearálta do Thuaisceart Éireann (GRONI) an scéim um Theastas Caillteanais Linbh agus déanann sí í a chothabháil. Is craobh de Ghníomhaireacht Thuaisceart Éireann um Staidreamh agus um Thaighde (NISRA) í GRONI agus is gníomhaireacht í NISRA atá taobh istigh den Roinn Airgeadais (RA). Tá an Roinn Airgeadais tiomanta don phríobháideachas s'agat a chosaint nuair a úsáideann tú ár gcuid seirbhísí. San fhógra príobháideachais seo, cuirtear in iúl an dóigh a n-úsáideann GRONI faisnéis fút agus na dóigheanna a gcumhdóidh muid do chuid sonraí.

San fhógra príobháideachais seo, níl faisnéis uileghabhálach ar achan ghné den dóigh a mbailíonn agus a n-úsáideann GRONI faisnéis phearsanta. Bíodh sin mar atá, tá muid sásta faisnéis nó míniú breise atá de dhíth a chur ar fáil. Is cóir aon iarratas den tsórt sin a chur chuig an tseoladh thíos:

An tOifigeach Cosanta Sonraí
Foirgnimh Craigantlet
Bóthar na gCloch
Béal Feirste
BT4 3SX
R-phost: DataProtectionOfficer@finance-ni.gov.uk

An fhaisnéis atá de dhíth orainn

Is í an Roinn Airgeadais a rialaíonn na sonraí pearsanta a phróiseálann muid. I measc na faisnéise is gá dúinn a phróiseáil, tá:

- Ainm an iarratasóra
- Ainm thuismitheoir eile an pháiste (faoi réir coinníollacha)
- Seoladh an iarratasóra
- Sonraí teagmhála eile (m.sh. uimhir ghutháin nó seoladh ríomhphoist)

Déanann muid catagóirí speisialta de shonraí pearsanta a phróiseáil, lena n-áirítear:

- Faisnéis fá eachtra shláinte thábhachtach (caillteanas linbh go luath sa tréimhse thoirchis) lena n-áirítear:

An fáth a ndéanann muid faisnéis phearsanta a phróiseáil

Is é *Deaths, Still-Births and Baby Loss Act (Northern Ireland) 2026* an phríomhreachtaíocht a bhaineann leis an scéim um Theastas Caillteanais Linbh. Faoin Acht sin, tá an chumhacht ag an Ard-Chláraitheoir do Thuaisceart Éireann rialacháin a chruthú a dhéanann socrú fá choinne teastais a eisiúint ina n-aithnítear caillteanas linbh roimh dheireadh an 24ú seachtain den toircheas.

Sna *Baby Loss Certificate Regulations (Northern Ireland) 2026*, tugtar an bunús dlí le feidhmiú na scéime agus tugtar achoimre ar an dóigh a mbainistítear an scéim agus an dóigh a ndéantar iarratas ar Theastas Caillteanais Linbh a phróiseáil.

Tá oibleagáid dhlíthiúil ar an Ard-Chláraitheoir do Thuaisceart Éireann a áirithiú go gcloíonn bailiú agus próiseáil sonraí pearsanta le Rialachán Ginearálta maidir le Cosaint Sonraí sa RA agus leis an *Data Protection Act 2018*

Bailíonn muid faisnéis phearsanta agus déanann muid í a phróiseáil le cur ar ár gcumas Teastas Caillteanais Linbh a chruthú, is é sin, aitheantas foirmiúil do chaillteanas linbh go luath sa tréimhse thoirchis roimh dheireadh an 24ú seachtain. Is é an bonn '**public task**' an bonn ar a mbailíonn muid an fhaisnéis sin agus ar a ndéanann muid í a phróiseáil –- feidhmiú an údaráis oifigiúil a dhílsítear don Ard-Chláraitheoir do Thuaisceart Éireann mar rialaitheoir sonraí (Airteagal 6(1)(e) den Rialachán Ginearálta um Chosaint Sonraí sa RA).

I gcás ina mbíonn an fhaisnéis a dhéanann muid a phróiseáil, ina fhaisnéis catagóire speisialta, is é Airteagal 9(2)(g) an bunús breise don phróiseáil ar a mbíonn muid ag brath. Bíonn an phróiseáil sa bhreis riachtanach fá choinne leas an phobail.
Tá an t-iarratas ar Theastas Caillteanais Linbh deonach go huile is go hiomlán - cuireann tú an fhaisnéis a iarraidh uait (mar iarratasóir ar an Scéim) ar fáil ar bhonn deonach. Níl riachtanas reachtúil ann le caillteanas a chlárú agus níl aon riachtanas le fianaise leighis an chaillteanais a chur isteach taobh istigh an phróisis iarratais.

Úsáid Fianán

Bailítear faisnéis maidir le húsáid an tsuímh gréasáin. Thig leat níos mó a léamh fán dóigh a n-úsáideann muid fianáin ar an Leathanach Fianán s'againn.

An dóigh a bhfaigheann muid sonraí pearsanta

Faigheann muid faisnéis phearsanta go díreach uait, an t-iarratasóir, le linn d'iarratas ar Theastas.

Ní ghlacfar le faisnéis a chuireann tú ar fáil maidir le duine éigin eile (ainm thuismitheoir eile an pháiste) lena cur san áireamh sa Teastas Caillteanais Linbh ach amháin ar an bhonn

c) go bhfuil toiliú faighte agat ón duine sin go mbeidh a ainm ar an teastas, nó
d) go bhfuil an duine eile básaithe.

Cé chomh fada a choinníonn muid na sonraí pearsanta s'agat

Ní choinneoidh muid faisnéis phearsanta fút ach chomh fada agus a bheidh sé riachtanach leis na Teastais Caillteanais Linbh a phróiseáil. Ar an ábhar sin, ar aon dul le Sceideal coimeádta agus diúscartha na Roinne Airgeadais, coinneoidh muid faisnéis ábhartha go ceann 5 bliana, agus i ndiaidh na tréimhse sin, scriosfar go sábháilte í.

Na cearta s'agat

Faoi reachtaíocht um chosaint sonraí, tá cearta agat mar dhuine aonair is féidir leat a fheidhmiú maidir leis an fhaisnéis fút a choinníonn muid. Bíonn an Roinn ag iarraidh a bheith chomh hoscailte agus is féidir maidir le rochtain a thabhairt duit ar d'fhaisnéis phearsanta. Thig leat a fháil amach an bhfuil aon fhaisnéis againn fríd iarratas rochtana ábhair a dhéanamh. Má tá faisnéis fút againn, nuair is féidir:

- Tabharfaidh muid duit cur síos air;
- Inseoidh muid an fáth a bhfuil muid á coinneáil;
- Inseoidh muid cé dó a bhféadfaí í a nochtadh; agus
- Tabharfaidh muid cóip den fhaisnéis duit i bhfoirm intuigthe.

Le hiarratas a dhéanamh ar aon fhaisnéis phearsanta a d'fhéadfadh muid a choinneáil, thig leat teagmháil a dhéanamh lenár nOifigeach Cosanta Sonraí, a bhfuil a mhionsonraí le fáil ar bharr an fhógra seo nó ríomhphost a chur chuig DataProtectionOfficer@finance-ni.gov.uk.

Má chreideann tú, ag pointe ar bith, go bhfuil an fhaisnéis fút a phróiseálann muid mícheart, thig leat a iarraidh go gceartaítear an fhaisnéis seo. I gcúinsí áirithe, thig leat iarraidh orainn próiseáil na sonraí s'agat a scriosadh nó srian a chur léi.

An dóigh le gearán a dhéanamh

Más mian leat gearán a dhéanamh fán dóigh a ndearna muid do chuid sonraí a láimhdeachas, is féidir leat teagmháil a dhéanamh lenár nOifigeach Cosanta Sonraí ag an tseoladh thuasluaite agus déanfaidh sé an cheist a fhiosrú. Muna mbíonn tú sásta lenár bhfreagra, nó má chreideann tú nach bhfuil do chuid sonraí á bpróiseáil againn de réir an dlí, thig leat gearán a dhéanamh leis an *Information Commissioner* ag an tseoladh seo a leanas:

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

Athruithe ar an fhógra príobháideachais seo

Bíonn ár bhfógra príobháideachais faoi athbhreithniú againn go rialta. Rinneadh an t-uasdátú is déanaí ar an fhógra príobháideachais seo ar an 1 Meitheamh 2026.

An dóigh le gabháil i dteagmháil linn

Más mian leat eolas a iarraidh fán bheartas príobháideachais s’againn nó fán bheartas um chosaint sonraí s’againn, thig leat r-phost a chur chugainn ag *DataProtectionOfficer@finance-ni.gov.uk* nó thig leat scríobh chuig:

An tOifigeach Cosanta Sonraí
An Roinn Airgeadais
Foirgnimh Craigantlet
Bóthar na gCloch
Béal Feirste
BT4 3SX