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).

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 Commission at the following address:

Information Commission's Office
ICO Head Office
4th Floor, No.3 Circle Square
5 Hawkshaw Street
Manchester
M1 7BL

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 14th October 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