

Electoral Services Privacy Notice

Why are we collecting your data?

To be eligible to vote in any election or referendum your name must appear on the register of electors. The Electoral Registration Officer is a data controller and collects the personal data you provide for the purpose of registering your right to vote. We have a duty to maintain a complete and accurate register throughout the year and will only collect the personal data we need from you in order to do this.

What is the legal basis for processing this data?

We do this as a legal obligation to comply with the Electoral Registration and Administration Act 2013 and Representation of the People Regulations 2001. This ensures you are registered to vote in any election or referendum for which you are eligible. The law makes it compulsory to provide information to an Electoral Registration Officer for inclusion in the full register.

We keep records about potential and actual electors, voters, citizens, candidates and their agents, and staff employed to deliver elections. This data may be kept electronically or in some instances a hard copy may be retained.

These records may include:

- Your name, address, date of birth and Nationality
- Unique identifiers such as your National Insurance Number
- Your Signature for the purposes of verifying your absent vote if you have one in place
- Your previous address or details of your redirected address if provided
- The other occupants at your property
- Scanned application forms and any documentary evidence provided
- Dates and copies of any letters of correspondence
- Your age category – If you are 16 or 17 years old or over 76
- Whether you have chosen to opt out of the open version of the register
- Notes about any relevant circumstances that you have told us
- If provided, your email address and contact telephone number(s), used for Electoral Services purposes only

Who will your information be shared with?

The information you provide is held in electoral registers which are managed by electoral registration officers who, using information received, maintain two registers:

- The Full Electoral Register and
- The Open (Edited) Register

The full register is published once a year and is updated every month and can only be supplied to the following people and organisations:

- British Library
- UK Statistics Authority
- Electoral Commission
- Boundary Commission for England
- Jury Summoning Bureau
- Elected Representatives (MP, MEPS, Local Councillors)
- Police and Crime Commissioner
- Candidates standing for elections
- Local and National Political Parties
- The Council
- Parish and Community councils
- Police Forces, National Crime Agency
- Public Library or local authority archive services
- Government departments or bodies
- Credit Reference Agencies
- National Fraud Initiative
- Electoral Registration and Returning Officers

We also have to disclose (share) your information with our Software providers and contracted printers. It is a crime for anyone who has a copy of the full register to pass information from this register on to others, if they do not have a lawful reason to see it.

Anyone can inspect the full electoral register:

- Inspection of the register is by appointment and under supervision
- You can take extracts from the register, but only by hand written notes
- Information taken must not be used for direct marketing purposes, in accordance with data protection legislation, unless it has been published in the open version of the register
- Anyone who fails to observe these conditions is committing a criminal offence and will be charged a penalty of up to £5,000

The open register is not used for elections or referendums. It is updated and published every month and can be sold to any person, organisation or company for a wide range of purposes. It is used by businesses and charities for checking names and address details; users of the register include direct marketing firms and also online directory firms.

You can choose whether or not to have your personal details included in the open version of the register; however, they will be included unless you ask for them to be removed. Removing your details from the open register does not affect your right to vote.

How long will we hold your data for?

The Electoral Registration Officer and Returning Officer are obliged to process your personal data in relation to preparing for and conducting elections. Your details will be kept and updated in accordance with our legal obligations and in line with statutory retention periods.

The Individual Electoral Registration Digital Service Privacy Notice

To verify your identity, the data you provide us will be processed by the Individual Electoral Registration Digital Service managed by the Cabinet Office. As part of this process your data will be shared with the Department of Work and Pensions and the Cabinet Office suppliers that are data processors for the Individual Electoral Registration Digital Service. You can find more information about this here: <https://www.registertovote.service.gov.uk/register-to-vote/privacy>

Your rights

You are entitled to request a copy of any information about you that we hold. Any such requests must be made in writing. If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to hold or process information to comply with a legal requirement.

If you are dissatisfied with how we have used your personal information you have a right to complain to the Information Commissioner's Office at casework@ico.org.uk

Whether provision of data is part of a statutory or contractual requirement

The councils are required to keep a record of your personal data in order to comply with the Electoral Registration and Administration Act 2013, Representation of the People Regulations 2001 and Electoral Registration (Disclosure of Electoral Registers) Regulations 2013.

Data Protection Officer

Siobhan Martin, Head of Internal Audit Services

Contact details**Suffolk Coastal District Council**

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