

Privacy Notice – Electoral Services

Our Commitment to Your Privacy

As part of our commitment to protecting your information, we have updated our Privacy Notice to explain how we collect, store and handle your personal data.

We have always been careful to protect your information, but this is part of our ongoing commitment to be transparent about how we use your information and keep it safe. This will also give you more clarity over how your information is being managed.

Through our revised privacy notice, we have addressed the new standards introduced by the European data protection law, known as the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Who we are

The Electoral Registration Officer/Returning Officer is a data controller. We will use information we collect from you for the lawful purpose of maintaining the register of electors and administering elections and referendums. We keep records about potential and registered electors, voters and their proxies, candidates and their agents and staff employed at elections.

In addition to our standard processing statement, we provide advice in relation to the processing of electoral registration and elections data.

What information do we collect

In order to provide this service, we need to process personal information. These records may include:

- Your name, address, nationality, date of birth, national insurance number, any previous name(s), telephone numbers and email addresses
- Scanned application forms and signatures
- Proof of identification documents
- Notes about any relevant circumstances you have told us
- Your previous or redirected address
- Other occupants in your home
- If you are over 76 or aged 16/17
- Whether you have chosen to opt out of the open version of the electoral register.
- Bank details for staff we employ at elections.

In limited circumstances we will also collect sensitive data relating to 'criminal convictions and offences' under the Data Protection Act 2018. For example, the Electoral Registration Officer may receive a request to register a vote from a prisoner

on remand or an application for anonymous registration may contain references to the alleged commission of offences by an identifiable third party.

Why we collect your data

The Electoral Registration Officer and Returning Officer are obliged to process your personal data in relation to preparing for and conducting elections. The information contained on the electoral register is also used to conduct an annual canvass of households to ensure the register is kept up to date in accordance with the Representation of the People Regulations 2001 and the Electoral Registration and Administration Act 2013. Information will be processed for the purpose of the Canvass Reform Data Test taking place during 2019/2020.

How we collect your data

We do this in a number of ways, including where you share information with us, such as when you create an account with us. Information may also be collected on paper or online forms, by telephone, text/SMS, email, CCTV or by a member of staff. We treat it with the utmost care and take appropriate steps to protect it.

When we'll share your data

To verify your identity, the data you provide 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 Service. You can find more information about this here: <https://www.registertovote.service.gov.uk/register-to-vote/privacy>. Details held on the electoral register will also be processed as part of the Canvass Reform Data Test to match records against the Department of Work and Pensions and other local records.

The information you provide is used to produce and maintain the full electoral register and the open (edited) register, which include name and address details. We are required to provide copies of the **full electoral register** to certain individuals and organisations in accordance with the Representation of the People (England and Wales) Regulations 2001.

These organisations and individuals are:

- The British Library, the National Library of Wales, the National Library of Scotland, the Office of National Statistics, the Electoral Commission and the Boundary Commissions.
- Jury Summoning Bureau – indicating those persons who are aged 76 or over who are no longer eligible for jury service
- Electoral Registration Officers and Returning Officers

- Registered political parties and local constituency parties, elected representatives including MPs, MEPs, local councillors and the Police and Crime Commissioner, and candidates at elections – they can use it for electoral purposes only
- Parish and Town Councils
- Police Forces and other agencies for the prevention or detection of crime
- Public libraries and local authority archive services
- Government departments and bodies
- Credit Reference Agencies
- National Fraud Initiative for the detection of fraud.

They may use it for their own reasons which are different to ours but they still have to look after the data contained in the register in the same way that we do.

We also share information with:

- Our software providers and contracted printers who will use the information only on our instructions. They will not use it for any other reasons and they have to look after it in the same way we would.
- Other departments in the Council for the purpose of collecting debt, preventing fraud, protecting public health interests, identifying the misuse of public funds and any legal or statutory requirements.
- Any other local authority for the purpose of security, law enforcement and crime prevention.

Anyone who receives information from us has a legal duty to keep it confidential. It is a crime for anyone who has a copy of the full register to pass information from this register to others, if they do not have a lawful reason.

The full electoral register is a public document and can only be viewed under supervision. Anyone inspecting the register can only take extracts by hand written notes. The information must not be used for direct marketing purposes unless it has been published in the open (edited) register.

The open (edited) register is an extract of the full register. If your details are included in the open register, your name and address can be sold to third parties who may use it for any purpose. You can choose when you register whether you would like to be excluded from the open register. You can also opt out of the open register at any time by contacting electoral services. Your name and address will be included in the open register unless you ask for it to be removed.

Automated decision making

If you are a postal voter, we use your information to make decisions through automated means when we check personal identifiers that you provide against those contained in your original postal vote application. In any case where the automated process reports that the personal identifiers you have provided do not match those on your original postal vote application, there will be an intervention by a human being who will make any final decision (i.e. there will always be the

involvement of a human decision-maker where the result of the automated process indicates the possibility of a decision to your detriment).

Know your rights

You are legally entitled to request access to any information we hold about you, and a copy of it. We try to ensure that any information we hold about you is accurate and you have the right to ask us to correct this if it is found to be incorrect.

You have a 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 continue to hold and process information to comply with a legal requirement.

If you want to contact us with regards to your rights, please contact dataprotection@n-kesteven.gov.uk

How do we protect your information

Examples of our security include, encryption, meaning that information is hidden and cannot be read without certain knowledge, such as a password. In addition, we control access to systems and networks, which allows us to stop people who are not allowed to view your personal information from getting access to it.

How long do we keep your information?

The period of time that we will hold this data for will depend on our legal obligations which set statutory retention periods such as 15 years for confirming the eligibility of persons making overseas registration applications. The register is regularly reviewed and new updates are published frequently; these are public records.

We will retain any documents that contain your personal information for only as long as it takes for your registration application to be determined following which we securely dispose of the documents. We retain electronic information about persons on the electoral register for as long as they remain registered. After this, your information will be deleted or archived.

Where can I get advice and/or make a complaint

If you have any concerns or questions, or would like to make a complaint, regarding data protection matters, please contact our Data Protection Officer at dataprotection@n-kesteven.gov.uk or by calling 01529 414155.

For independent advice and/or to make a complaint about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email icocasework@ico.org.uk