

## **Privacy Notice – Electoral Services**

### **Our Commitment to Your Privacy**

As part of our commitment to protecting your information, we have updated and developed Privacy Notices 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.

In addition, we have addressed the standards introduced by the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

### **Who we are**

The Electoral Registration Officer and Returning Officer is a data controller and collects the personal data you provide for the purpose of registering your right to vote and administering elections and referendums. You need to be registered to be able to vote in any election or referendum for which you are eligible. We have a duty to maintain a complete and accurate register throughout the year. We will only collect the personal data we need from you in order to do this and to conduct elections.

### **What information do we collect**

To meet our statutory obligations, we keep records about potential and actual electors, voters and their proxies, citizens, candidates and their agents, as well as staff employed at the annual canvass and elections.

These records may include:

- Your name, address, nationality, date of birth, national insurance number, any previous name(s), telephone numbers and email addresses
- Signatures for absent vote checking
- Scanned application forms, documentary evidence, dates of any letters of correspondence.
- Notes about any relevant circumstances that you have told us
- Your previous or any redirected address
- The other occupants in your home
- If you are over 76 or 16/17
- Whether you have chosen to opt out of the open version of the register.
- Bank details for staff we employ at elections.

The data provided on electoral registration applications will be processed by the Individual Electoral Registration Digital Service managed by the Cabinet Office in

order to verify your identity. 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 on the [GOV.UK website](https://www.gov.uk).

## **Why we collect your data**

The Electoral Registration Officer and Returning Officer is required to keep a record of your personal data in order to comply with the Representation of the Peoples Act 1983, Electoral Registration and Administration Act 2013, Representation of the People Regulations 2001, Electoral Registration (Disclosure of Electoral Registers) Regulations 2013 and the Elections Act 2022.

The collection of your personal data is a task carried out in the public interest for the purposes of maintaining the electoral register, including by conducting an annual canvass of households, and conducting elections and referendums. The law makes it compulsory to provide information to an electoral registration officer for inclusion in the full register.

## **How we collect your data**

We do this in a number of ways, including where you share information with us. Information may be collected on paper or online forms, by telephone, text/SMS, email or by a member of staff. We treat it with the utmost care and take appropriate steps to protect it. Records may be written down or kept on a computer.

## **When we'll share your data**

The information you provide is held in electoral registers which are managed by the Electoral Registration Officer who, using information received, keep two registers – the full electoral register and the open (edited) register.

The full register is published once a year and is updated every month. In accordance with the specific legislative provisions, which permit its supply and restrict its use, it may only be supplied to the following people and organisations:

- British Library, National Library for Wales and National Library for Scotland
- UK Statistics Authority
- Electoral Commission
- Boundary Commission for England
- Jury Summoning Bureau
- Elected Representatives (ie MPs, the Police and Crime Commissioner, District and County Councillors and Parish Councillors)
- Candidates standing for elections
- Local and National Political Parties
- The Council
- Parish and Town 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 Officers and Returning Officers

It is a criminal offence for anyone who has a copy of the full register to supply, disclose or otherwise make use of information in this register for any purpose other than that set out in relevant legislation.

Anyone can inspect the full electoral register.

- Inspection of the register will be under supervision
- Those inspecting it may 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
- Anyone who fails to observe these conditions is committing a criminal offence and may incur a penalty of up to £5,000.

The open register contains the same information as the full register, but is not used for elections or referendums. It is updated and published every month and may 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 will not affect your right to vote.

We also have to disclose (share) your information with our Software providers, contracted printers, the Department of Work and Pensions and Cabinet Office suppliers. We also share information with other departments in the Council and other local authorities if required for the purpose of security, law enforcement and crime prevention. Any sharing of information is subject to appropriate safeguards and Data Sharing Agreements where required.

Further detailed information on how staff and candidate/agent records may be shared are included within our separate privacy notices for staff and candidates and agents, which are provided when relevant and available upon request.

## **Know your rights**

You are entitled to request a copy of any information that we hold about you. 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 a right to request completion of incomplete data.

You have the right to request the erasure of your personal data in certain circumstances ('right to be forgotten'). 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.

### **How do we protect your information**

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of personal information.

### **How long do we keep your information**

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.

### **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](mailto: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](https://ico.org.uk) or email [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk)