

North Kesteven District Council

Privacy Notice – Voter Authority Certificate

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

North Kesteven District Council is the local authority responsible for administering the Electoral Roll and Elections in North Kesteven. This means the Electoral Registration Officer is a data controller and will collect and process your personal data for the purposes of registering and administering your right to vote.

Electors who do not possess an eligible photo ID document, which is now required to vote at Polling Stations under the Elections Act 2022, can obtain a Voter Authority Certificate (VAC) as a photo ID that will permit you to vote. The Electoral Registration officer will collect and process your personal data to provide the VAC document.

What information do we collect

For the application stage, we will collect and process the following personal information relating to applicants:

- Applicant's name (Forename, middle name, surname)
- Date of Birth
- Address
- Postcode
- National Insurance number ("NINO")
- Data subject entry in the "Full" Electoral Roll Register
- Photograph (recent) – electronic (online), digital photo via email, digital photo taken by NKDC and submitted to GOV.UK as part of online application or a hard copy photo.
- Required technical data like IP address (if online)
- Phone Number (optional)
- Email address (optional)
- Cookie / behavioural tracking data

For the approval stage, printing, and distribution of the VAC stage, we will collect and process the following personal information relating to applicant's:

- Applicant's name (Forename, middle name, surname)
- Address

- Photo image
- Other information: Issue/expiry dates, VAC issue number and ERO details
- Special category data (not exhaustive)
- Health data pertaining to why a photo cannot be provided
- Disability data pertaining to why a photo cannot be provided
- Religious affiliation (if disputes relating to head coverings etc. might arise)
- Criminal records data where further evidence relating to a data subject application is made by them e.g., bail decision records

Why we collect your data

We collect your information to provide you with a Voter Authority Certificate that can be used as a form of photo ID to enable you to vote in person at a polling station.

How we collect your data

The information we hold will have been provided by you after completing the Voter Authority Certificate application form. An elector can apply digitally via Voter Authority Certificate application service hosted on GOV.UK - www.gov.uk/apply-for-photo-id-voter-authority-certificate or by submitting a paper application to the Electoral Registration Officer (ERO) at North Kesteven District Council.

Applications can be made with the assistance of a North Kesteven' District Council Customer Service Advisor or Electoral Services via the GOV.UK website. Personal details will be entered onto GOV.UK application on behalf of the customer. No information will be retained by Customer Services as part of this process. Where requested NKDC will take a digital photograph of an applicant to either submit via the GOV.UK application or to send via email to the NKDC Elections Team. Please see the North Kesteven Data Protection Impact Assessment for the Voter Authority Certificate on the process for handling and processing photograph images.

All data provided to the ERO in relation to the VAC will be processed within the ERO Voter ID VAC portal and by the Electoral Services Team at North Kesteven District Council.

When we'll share your data

We will share your data with the Department of Work and Pensions (DWP) and the Department for Levelling Up, Housing and Communities (DLUHC) to verify your identity. The DLUHC and DWP will be independent controllers for the verification process. Once these checks are completed DLUHC will revert to being a processor taking instruction from the ERO.

Suppliers that are data processors for the DLUHC Voter Authority Certificate service are:

- Amazon Web Services (data hosting and storage)
- Cabinet Office (Cyber Security monitoring)
- HH Global (printing and dissemination of VAC)
- AWS, HH Global (Central Print Provider)

Know your rights

You have many rights regarding your personal data, which include seeing what personal information we hold about you. In addition, you can ask us to correct inaccuracies, sometimes delete and restrict the personal information we hold. You are legally entitled to request access to any information we hold about you. We try to ensure that any information we hold is accurate and you have the right to ask us to correct this if it is found to be incorrect.

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

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.

Personal data which the council processes itself for Voter Authority Certificates is held within the ERO Voter ID VAC portal software Data will only be transferred to third parties where Data Sharing Agreements and processor contracts are in place between all necessary parties.

By law, your data will not be used for any other purpose than to process and provide your VAC. The only exception to this would be if we were required by a different law to provide your personal data.

How long do we keep your information

Retention periods are determined by business or legal needs. It is our policy not to hold records any longer than necessary whilst complying with any legal requirements and providing sound business records. If you would like further information on this, then please email elections@n-kesteven.gov.uk

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