

Privacy Notice – Electoral Services

Temporary Staff at Elections & Canvass

North Kesteven District Council is the data controller for the purposes of the Data Protection Act 1998 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected. The purpose of this privacy notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are Electoral Registration Officer, North Kesteven District Council, Kesteven Street, Sleaford, Lincolnshire NG34 7EF

elections@n-kesteven.gov.uk

What data we need to collect and the legal basis for processing it:

To provide this service, we will process information about temporary staff employed at an election or the annual voter registration canvass and the people we need to pay. These records include:-

- Details about you, for example, name, address, date of birth and nationality
- Unique identifiers such as your NI number
- Contact details that you have provided to us
- Data to enable the payment of salaries
- Scanned application forms and dates of any letters of correspondence
- Notes about any relevant circumstances that you have told us
- Details and records about your past and current employment with Electoral Services
- Right to Work and employment details
- Training requests and attendance
- Survey and evaluation results

We are collecting and processing this data in order to adequately resource events such as elections and the annual canvass. Paid employment at these events places a statutory duty on the data controller to collect information in order to meet legal obligations such as - Right to Work, taxation, PAYE.

How long we will keep your data for:

We will hold this information for up to 6 years. The period of time that we will hold this data for will depend on our legal obligations which set statutory retention periods. After this, your information will be deleted or archived.

Why we need to collect your data:

We will use this information for maintaining a list of potential temporary staff at elections and the annual canvass; employing and paying staff at current and future elections and canvasses; and meeting our statutory legal duties regarding all current and future legislation.

Who we share your data with and why:

- North Kesteven District Council (HR, finance and payroll) for the payment of staff;
- Central Government departments for purposes such as taxation and PAYE;
- North Kesteven District Council, the Police and Security Services for crime prevention or the detection of fraud;
- North Kesteven District Council (ICT) for computer systems, software and electronic device access
- North Kesteven District Council for recruitment, Health & Safety, training, performance management and as part of the employer/employee relationship
- Third parties organisations contracted to undertake the collection or processing of the data collected, such as training, or to ensure compliance with statutory obligations.

Where we have received your data from a third party:

We receive some employment applications from North Kesteven District Council and other external organisations in order to acquire a pool of potential staff that met our requirements to be employed.

Your rights as a data subject:

You have the right to have your details removed from the pool of potential employees held by Electoral Services to aid staffing future electoral events.

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have not dealt with your information in a proper manner.

You can ask to see what information we hold about you and have access to it. You can do this by contacting:

Data Protection Officer
North Kesteven District Council
Kesteven Street
Sleaford
NG34 7EF

dataprotection@n-kesteven.gov.uk

Other questions about the data being processed may also be sent to the above address.