

# Privacy Notice – Electoral Services

## Your personal information - what we need and why?

Under Regulation 26 of the Representation of the People Regulations 2001 and the Representation of the People Act 1983, The Electoral Registration Officer (ERO) and Returning Officer (RO) are data controllers who collect personal information from you in order to compile our register of electors. This may include:

- Your name
- Address
- Email address
- Date of birth
- National insurance number
- Nationality
- Scanned application forms and dates of any letters or other 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 under 18 years of age
- Whether you have chosen to opt out of the open version of the register of electors.

We will not collect any personal data from you we do not need although we may ask for evidence of your identity in connection with your registration. The information you provide will be held within our Xpress Election system and updated in accordance with our legal obligations. It is necessary to hold this data to enable the Elections Department/Council to carry out its public functions.

## Who does the Council share your data with?

It may be necessary to share your personal information internally under certain regulations or if you have not opted out of the open register. However, no other third parties have access to your information, unless the law allows them to do so. We may share your data with the following:

- Contracted printers to print your poll cards, postal packs and other election material.
- Contracted software providers. This is for a limited period during an election. After the election your data is securely deleted.
- Registered political parties, elected representatives, candidates, agents and other permitted participants who are able to use it for electoral purposes only.

[www.daventrydc.gov.uk](http://www.daventrydc.gov.uk)

T: 01327 871100

E: [comments@daventrydc.gov.uk](mailto:comments@daventrydc.gov.uk)



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- Credit reference agencies, the British Library, UK Statistics Authority, the Electoral Commission and other statutory recipients of the Electoral Register.
- Details of whether you have votes (but not how you voted) to those who are entitled in law to receive it after an election.
- Where the health and safety of others is at risk.
- When the law requires us to pass on information under special circumstances.
- Crime prevention or the detection of fraud as part of the National Fraud Initiative.

## How long does the Council keep your data?

The Electoral Registration Officer and Returning Officer need to process your personal data in order to prepare for and conduct elections. Your details will be kept and updated in accordance with our legal obligations and in line with statutory retention periods and the periods within our retention schedule.

## The Individual Electoral Registration Digital Service

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 Officers 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>.

## What are your rights?

If at any point you believe the information we hold is incorrect you may request to see this information and have it corrected under a 'right of subject access'. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) [www.ico.org.uk](http://www.ico.org.uk).

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Article 21 of the General Data Protection Regulation includes the right for you to object to the use of your email address or telephone contact details but not to the use of your name and address as this is specified in electoral law for the purposes of maintaining the electoral register.

Our Data Protection Officer is Gillian Kennedy and you can contact her by email [dataprotection@daventrydc.gov.uk](mailto:dataprotection@daventrydc.gov.uk)

You can also contact the Elections Team on email at [electoralservices@daventrydc.gov.uk](mailto:electoralservices@daventrydc.gov.uk)

All information you provide is held in accordance with Daventry District Council's Information Charter and in line with the General Data Protection Regulations 2018. Our Information Charter can be viewed online here

[www.daventrydc.gov.uk/informationcharter](http://www.daventrydc.gov.uk/informationcharter).



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