



Privacy Notice for Electoral Registration and Elections

Why we are collecting your data

When we use your personal data the Electoral Registration Officer (ERO) and Returning Officer (RO) is the independent data controller. The ERO and RO have a statutory duty to process certain personal data to;

- maintain the electoral register
- administer and run elections and referendums.
- employ casual staff to run elections

We will ensure that the data given to us is processed in line with the Data Protection Act 2018 (DPA 18) and the EU General Data Protection Regulations (GDPR).

Why are we allowed to use your data and how long will we hold it?

In accordance with article 6 of the GDPR, data processing is necessary for the performance of a task carried out in the public interest or in the exercise of legal obligation vested in the data controller. The Electoral Registration legal obligation or public task is covered under various laws including (but not limited to):

- The Local Government Act 1972, 2000
- The Representation of the Peoples Act 1983
- The Immigration Act 2016
- The Equality Act 2010

In addition, in accordance with these legal obligations your details will be kept and updated in accordance with our legal obligations and in line with statutory retention periods.

Who your information will be shared with

The information you provide is held in electoral registers which are managed by electoral registration officers 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
- UK Statistics Authority
- Electoral Commission
- Boundary Commission for England
- Jury Summoning Bureau
- Elected Representatives (MP, MEPs, Local Councillors)
- Police and Crime Commissioner
- Candidates standing for elections
- Local and National Political Parties
- The Council
- Parish and Community 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 and Returning Officers

We also have to disclose (share) your information with our Software providers and contracted printers, this is subject to appropriate safeguards.

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.

Receiving data from a third party

We receive online applications to register/absent votes and Voter Identification via the Individual Electoral Registration Digital Service managed by the Cabinet Office. In order to verify new applicant's details (using the online service or paper application form) data is shared with The Department of Works and Pensions and the Cabinet Office, for more information about this

visit: www.registertovote.service.gov.uk/register-to-vote/privacy.

Protecting your data

We take the security of your data seriously. We have internal policies and controls in place to ensure that data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by Electoral Registration staff in the proper performance of their duties.

Candidates standing for election

We are required by law to retain candidate nomination papers for candidates standing in elections for no longer than 12 months after the election, following which the documents are securely destroyed.

Home address forms provided by candidates standing in Parliamentary Elections are retained for a period of 21 days after the return of the legal writ, following which they are securely disposed of. However, if an election petition relating to the election is presented within the 21 calendar days, the home address forms must be kept securely until the conclusion of the petition proceedings (including any appeal from such proceedings). They must then be securely destroyed on the next working day following the conclusion of the proceedings or appeal.

We are required by law to retain candidate election expenses documents for a period of no more than 2 years from the date on which the expenses are received. At the end of the two year period, the respective candidate can request the return of the expenses documents. Otherwise the expenses documents will be securely disposed of.

For the delivery of the statutory function for the safe and proper conduct of an election we may be required to share candidate name, email and or phone details with Sussex Police's dedicated Force Elected Official Advisor (FEOA)

Exercising your rights

Your rights

You are entitled to request a copy of any information about you that we hold. If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data. 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. If you are dissatisfied with how the councils have used your personal information you have a right to complain to the Information Commissioner's Office at casework@ico.org.uk

Whether provision of data is part of a statutory or contractual requirement

The councils are required to keep a record of your personal data in order to comply with the Electoral Registration and Administration Act 2013, Representation of the People Regulations 2001 and Electoral Registration (Disclosure of Electoral Registers) Regulations 2013.

Identity of Data Protection Officer

Oliver Dixon, Lawyer and Data Protection Officer

Contact details Eastbourne Town Hall, Grove Road, Eastbourne, BN21 4UG Email: accesstoinformation@lewes-eastbourne.gov.uk Tel: 01323 410000