

# Electoral Services

**Name of the Data Controller – Anne Court, Electoral Registration Officer and Returning Officer**

**Name of Data Protection Officer – Kristen Perkins**

## **Purpose and lawful basis for the processing of personal data**

The Electoral Registration Officer (ERO) and the Returning Officer (RO) have a statutory responsibility for compiling and maintaining an accurate register of electors and administering elections. The lawful basis for processing personal information in relation to this service is the performance of a public task in the public interest, as provided for in electoral law.

## **Information collected**

Information is collected regarding potential and actual electors, voters, citizens, political candidates and their agents, as well as staff employed at elections. These records may be held in paper and/or electronic format.

Information collected includes:

- Name, address nationality and date of birth
- Unique personal identifying information, including your National Insurance Number and signature
- Scanned application forms, documentary evidence and dates of any letters of correspondence.
- Notes about any relevant circumstances that you have told us
- Your previous or any redirected address
- Information regarding other occupants in your household
- If you are aged under 16/17 or over 76
- Whether you have chosen to opt-out of the open version of the register
- Bank details (election staff only)

## **The Electoral Register and The Open Register**

The Electoral Registration Officer keeps two registers – the electoral register and the open register (also known as the edited register).

The electoral register lists the names and addresses of everyone who is registered to vote in public elections. The register is used for electoral purposes, such as making sure only eligible people can vote. It is also used for other limited purposes specified in law, such as: detecting crime (e.g. fraud), calling people for jury service and checking credit applications.

The open register is an extract of the electoral register, but is not used for elections. It can be bought by any person, company or organisation. For example, it is used by businesses and charities to confirm name and address details.



Your name and address will be included in the open register unless you ask (or have previously asked) for them to be removed. Removing your details from the open register does not affect your right to vote.

### **Who will your information be shared with?**

To verify your identity, the data you provide will be processed by the Individual Electoral Registration Digital Service (IERDS) managed by the Cabinet Office. As part of this process your data will be shared with the Department for Work and Pensions and Cabinet Office suppliers that are data processors for the IERDS. You can find more information at <https://www.registertovote.service.gov.uk/register-to-voteprivacy>.

The Council is also required by law to share information collected with certain individuals/organisations, including:

- British Library
- UK Statistics Authority
- Electoral Commission
- Boundary Commission for England and Local Government Boundary Commission
- Jury Summoning Bureau
- Registered political parties, elected representatives, candidates, agents and other permitted participants N.B these individuals/organisations may only use your information for electoral purposes
- Law enforcement agencies for the prevention and detection of crime
- Public Library or local authority archive services
- Government departments or bodies
- Credit Reference Agencies
- Contractors providing IT services

It is an offence for any person/organisation who has a copy of the electoral register to pass this information on to anyone else if they are not entitled to a copy by law, or to use this information for any unauthorised purpose.

The electoral register is a public document which can be viewed by appointment under supervision. Individuals cannot take copies of the register, but may make brief handwritten notes. Any information obtained must not be used for marketing purposes, unless it is published on the Open Register. Any person in breach of these conditions is committing an offence and can be fined up to £5,000.

### **How long will we hold your data for?**

All information collected by the ERO/RO will be kept and updated in accordance with statutory retention periods. A copy of Oadby & Wigston Borough Council's retention schedule is available on the Council's website.



## **Your rights**

You are entitled to request a copy of any information about you that we hold. Any such requests must be made in writing. In certain circumstances, access to your records may be limited, for example if the records you have asked for also contain information relating to other persons.

If you consider that any information which we hold about you is inaccurate, you have the right to have this information corrected or erased.

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 in most cases the ERO/RO will be required to hold or process your information in order to comply with our legal responsibilities.

If you are dissatisfied with how the Council has handled your personal information, you have a right to complain to the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk).

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

The Council is required to collect and retain 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.

## **Data Protection Officer Contact Details**

[dataprotection@oadby-wigston.gov.uk](mailto:dataprotection@oadby-wigston.gov.uk)



**Oadby & Wigston**  
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