

## **Electoral Registration and Electoral Services Privacy Notice**

The Electoral Registration Officer (ERO) and Returning Officer (RO) are data controllers who collect and use information about residents in order to carry out specific functions for which they are statutorily responsible.

The lawful basis to collect this information is because it is necessary for the performance of a task carried out in the public interest and the exercise of official authority as vested in the ERO and RO.

Some of the information that is collected is classified as special category personal data. This is processed for reason of substantial public interest as set out in the Representation of the People Act 1983 and associated regulations.

Special category personal data would include, for example, nationality as this needs to be collected in order to confirm the entitlement of a resident to be included in the register of electors.

All data collected may be held in a computer or written down. This may include the following:

- your name, address, date of birth and nationality
- unique identifiers (such as your national insurance number)
- scanned application forms and dates of any letters or correspondence
- your previous or any redirected address
- the other occupants in your home
- if you are over 76 or under 18
- whether you have chosen to opt out of the open version of the register of electors (see below)

As part of the registration process we are permitted by law to undertake local data matching to verify your application for inclusion in the register of electors.

If you are concerned that having your name or address on the register may affect your safety, there could be other options available to you. In certain circumstances, you can register without your name and address showing on the register. To find out more, please contact the Council's electoral office.

### **Retaining Personal Data**

The ERO and RO need to process personal data in order to prepare for and conduct elections and national referendums. Your personal details will be kept and updated

in accordance with our legal obligations under electoral registration and electoral law and in line with statutory retention periods and the periods in our retention policy.

## The Electoral Register

The electoral register is published annually and contains the names of all those registered to vote in the Borough of Broxbourne. There are two registers.

<b>The electoral register</b>	<b>The open register</b>
<p>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:</p> <ul style="list-style-type: none"><li>• detecting crime (e.g. fraud)</li><li>• calling people for jury service</li><li>• checking credit applications</li></ul>	<p>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 for them to be removed –‘opted out’. (See below)</p> <p>Removing your details from the open register does not affect your right to vote.</p>

Information from the electoral register may be recorded only by making hand written notes. Photocopying or electronic recording are not allowed by law. Information taken from the electoral register must not be used for direct marketing purposes if the elector has ‘opted out’ from the open register. You can opt out of the open register at any time by emailing [elections@broxbourne.gov.uk](mailto:elections@broxbourne.gov.uk)

Also to verify your identity, the data you provide for inclusion in the register of electors 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.

You can find more information about this here:

<https://www.registertovote.service.gov.uk/register-to-vote/privacy>

## Sharing Information

In order to carry out public interest tasks it is necessary for the ERO and RO to share personal information with others such as:

- with our printers and software providers, to compile and manage the register of electors, to print poll cards, postal vote packs and other electoral material
- with registered political parties, elected representatives, candidates, agents and other permitted participants who can use it for electoral purposes only
- with credit reference agencies, the British Library, the Electoral Commission and other statutory recipients of the electoral register
- details of whether you have voted (but not how you have voted) with those who are entitled in law to receive it after an election
- when the law requires us to pass on information for crime prevention purposes, the detection of fraud as part of the National Fraud Initiative or to comply with a formal court order.

Certain records and documents associated with elections in the Borough are also open for inspection in accordance with electoral legislation.

### **Protecting Personal Information**

We take reasonable and appropriate steps to protect personal information from unauthorised access, loss, misuse, etc. We have put in place physical, electronic, and managerial procedures to seek to safeguard the information you provide to us.

### **Viewing Personal Records**

The Data Protection Act 2018 allows you to find out what information is held about you, on paper and computer records. This is known as 'right of subject access' and applies to electoral and registration records along with all other personal records.

If you wish to see a copy of your records you should contact the Council's Data Protection Officer (see below). You are entitled to receive a copy of your records free of charge, within a month.

In certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

### **Data Protection Officer**

If you have any concerns, questions, comments or would like further information about data protection, please email the Council's Data Protection Officer at [legal@broxbourne.gov.uk](mailto:legal@broxbourne.gov.uk) or write to:

Broxbourne Council  
Data Protection Officer  
Legal Services  
Bishops' College

Churchgate  
Cheshunt  
Hertfordshire  
EN8 9XQ

For more information on data protection, or to lodge a complaint about the way we have used your personal data, please contact the Information Commissioner's Office via its website at <https://ico.org.uk> or write to:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF