

# East Cambridgeshire Electoral Registration Privacy Notice

The Electoral Registration Officer is the Data Controller for the personal data that you provide for the purpose of registering your right to vote. We have a duty to maintain a complete and accurate register throughout the year. We only collect the personal data we need from you, in order to do this.

## What information will the Electoral Registration Officer collect about you?

The Electoral Registration Officer keeps records about potential and actual electors; electors who register anonymously; voters; citizens; candidates and their agents; staff employed at an election or at the electoral registration canvass and individuals who assist with the booking and opening of polling stations.

These records may include the following:

- Names
- Addresses
- Dates of birth
- Nationality
- Telephone numbers and email addresses where supplied
- Unique identifiers (such as National Insurance numbers)
- Scanned application forms, correspondence and previous addresses
- Copies of evidence provided (e.g. passport, marriage certificates, driving licence)
- The reason an individual may require an absent vote, the individual's signature and date of birth
- If an individual is over 76 or under 16/17
- Whether an individual has chosen to opt out of the Open version of the Register
- Employee details for those employed at Elections or Annual Canvass

## How your information will be used

We will use your information to ensure that you are registered to vote in any election or referendum for which you are eligible.

## The legal basis for processing your information

We are legally required to collect information so that we can determine if you are eligible to vote and to record you as a legitimate voter. The legal basis for processing your personal information is contained in the Electoral Registration and Administration Act 2013, the Electoral Registration (Disclosure of Electoral Registers) Regulations 2013, the Representation of People Act 1983, and Representation of the People Regulations 2001. The law makes it compulsory for individuals to provide information to an Electoral Registration Officer for inclusion in the full register.

If your information is not provided to the Electoral Registration Officer, you would then not be allowed to vote at any elections or referendums. You may also be liable to a fine as set out in law.

## How we share your information

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 Office suppliers, which are data processors for the Individual Electoral Registration Digital Service. You can find more information about this at the [Register to Vote](#) website.

The Electoral Register can also be provided to other authorities, organisations or people, but only for purposes set out in legislation. Examples of this are: political candidates, libraries, political parties, government bodies and registered credit reference agencies. The Electoral Register may be used for the prevention or detection of crime, or because of legal matters.

We share information with the payroll department at East Cambridgeshire District Council to enable payment to be made to all staff working at elections or at the annual electoral registration canvass.

### **Versions of the Electoral Register**

The information you provide is held in Electoral Registers which are managed by the Electoral Registration Officer. There are two registers; the Open Register and the Edited Register. The Open Register is published once a year and updated every month.

If you have chosen to be included in the Open Register, by law your information can be shared with anyone who requests it. They may use it for their own reasons that are different to ours, but they still have to look after it in the same way. The Open Register does not contain telephone numbers, email addresses, your date of birth or National Insurance number (which you may have provided to prove your entitlement to be included on the Register). In accordance with the law, the Open Register can be made available for public inspection at our offices. Inspection is done under supervision; people who inspect the register can make handwritten notes but cannot take copies or photographs of the register.

### **Voter Authority Certificates**

If you apply for a Voter Authority Certificate, then the supporting evidence provided by you in the application, will be held by us for 28 days after a verified application, or for 1 year after a failed application.

### **How we hold your information**

Information may be held as a written record, kept on a computer as an electronic record, or as a printed record from our computer system. Only authorised people can access these records.

Your details are kept and updated in accordance with legal obligations and in line with statutory retention periods.

### **Your rights relating to your information**

You are entitled to request a copy of any information we hold about you. If the information we hold about you is inaccurate, you have the right to have this corrected. You also have the right to request that incomplete data is updated.

If you wish to exercise your right to seek a copy of your information, please submit your request to the Data Protection Officer at the address below.

If you are dissatisfied with how the Electoral Registration Officer has used your personal information, you have the right to complain in the first instance to East Cambridgeshire District

Council via the [complaints procedure](#) and then if you are still dissatisfied, to the [Information Commissioner's Office](#)

### **Where can I find more information about my rights?**

The Government has set out a number of data protection principles and rights for you that the Electoral Registration Officer must follow when using your personal data. These principles and rights are detailed in the General Data Protection Regulations. If you would like more information about UK GDPR and the Data Protection Act 2018, this can be obtained from the [Information Commissioner's Office](#) or by phoning the ICO advice line on 0303 123 1113.

### **Queries regarding this Privacy Notice**

If you have any questions or comments about this Privacy Notice please contact: The Data Protection Officer, The Grange, Nutholt Lane, Ely, Cambs., CB7 4EE (email: [dataprotection@eastcambs.gov.uk](mailto:dataprotection@eastcambs.gov.uk))

### **Changes to this policy**

This Privacy Notice may change from time to time. This will replace any previous privacy policy wording and all conditions and terms of use will be in force from the date of publication.