



## Electoral Services

### **What services are covered by this privacy notice?**

1. **Electoral Registration** – processing of applications to register to vote, postal, proxy, voter authority certificates. Producing and maintaining an accurate register of electors including the annual canvass
2. **Elections** – delivering elections and referendums

### **What personal information do we hold?**

#### Electoral Registration Officer

In order to carry out these purposes we collect and obtain your name, address, email address and telephone number. Sometimes we collect other information you may feel is sensitive to you. This might be your nationality, date of birth, national insurance number or the reason why you might require a postal or proxy vote. We may also ask you to provide additional evidence to confirm your identity such as copies of your passport, marriage certificate or driving licence.

There is certain personal data such as nationality that is categorised under the UK General Data Protection Regulation (UK GDPR) as special category data. This is because it may reveal a person's racial or ethnic origin.

The Electoral Registration Officer, as data controller, can only process special category data if they have a policy document in place which sets out details of the retention and erasure of special category data.

#### Returning Officer only

- Description and address of land/ premises owned or rented by candidate
- Candidate's place of work and employer
- Parliamentary Constituency or if address outside the UK, the country a candidate resides in
- Contact details of candidates and election agents

In addition, if you work for the Returning Officer on election duties or for the Electoral Registration Officer for registration duties these may also include:

- Tax status
- Eligibility to work in the UK
- Bank details for payment
- Next of kin / emergency contact details
- Details of previous employment

We get most of this information from you, but we may also get some of this information from other local authorities or other council departments e.g. council tax.



## How do we use your personal information?

We use your information to:

- Process applications to register to vote, postal, proxy and voter authority certificates.
- conduct an annual canvass, including issuing canvass communications to all households and following up with non-responding properties
- to issue poll cards in advance of an election
- compare a postal voter's signature (where required) and date of birth against that postal voter's signature and date of birth held on the personal identifiers record

## Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where it is necessary or required by law. We will only share the minimum information for each circumstance. We may sometimes need to share some of your personal information with:

- British Library
- UK Statistics Authority
- Electoral Commission
- Parliamentary Boundary Commission for England
- Local Government Boundary Commission for England
- Jury Central Summoning Bureau
- Elected Representatives (MPs, Local Councillors and Police Fire 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
- Other Government Agencies, e.g. Digital Electoral Services, Ministry of Housing, Communities and Local Government
- Other Local Authorities
- Credit Reference Agencies
- National Fraud Initiative
- Other Electoral Registration and Returning Officers

If you have opted to be included in the open register, by law your register information can be shared with anyone who requests it. They may use it for their own reasons that are different to ours but they must look after your data in the same way that we do.



In accordance with law, the full electoral register has to be made available for public inspection and we do this by making it available to inspect at Castle Point Borough Council, Kiln Road, Benfleet, SS7 1TF.

Inspection is done under supervision. People who inspect the register can make handwritten notes but cannot take copies or photographs of the register. The open and full versions of the electoral register **do not** contain your telephone number and/or email address.

**Data Processors** supporting these activities include external print companies to produce and send poll cards, postal vote packs and the electoral registration annual canvass forms.

To verify your identity, the data you provide will be processed by the Digital Electoral Service (DES) 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 that are data processors for DES. Find out more at: [GOV.UK - Register to vote - Privacy notice](https://www.gov.uk/register-to-vote).

#### **Who is the Data Controller for this processing?**

Angela Hutchings is the Electoral Registration Officer and Returning Officer and is the Data Controller for this processing. Council Offices, Castle Point Borough Council, Kiln Road, Benfleet, SS7 1TF, Email: [elections@castlepoint.gov.uk](mailto:elections@castlepoint.gov.uk), Tel No: 01268 882200.

*We need to use your personal information to meet our Legal Obligations under the following legislation:*

#### **Electoral Registration**

*Representation of the People Act 1983, Representation of the People Act 1985, Representation of the People Act 2000, Representation of the People Regulations 2001, Electoral Administration Act 2006, Electoral Registration and Administration Act 2013 and Elections Act 2022*

#### **Candidates standing for election**

*Local Elections (Principal Areas) (England and Wales) Rules 2006 and Local Elections (Parishes and Communities) (England and Wales) Rules 2006*



You can see a list of the legal conditions we may rely on by looking at our full privacy notice at [Privacy Notices | CastlePoint](#)

Personal Data							
Special Category Information							
Service	Legal Obligation	Public tasks	contract	Consent	Substantial Public Interest	Legal Claims	Explicit Consent
Electoral Registration		✓	✓		✓		
Elections		✓	✓		✓		

Where we are relying on your consent to use your personal information you have the right to withdraw this consent at any time by contacting [elections@castlepoint.gov.uk](mailto:elections@castlepoint.gov.uk) or calling 01268 882200 and advising which service you are using.

### How long will we keep your personal information?

We will only use your personal information whilst delivering the service to you and to deal with any questions or complaints that we may receive about this unless the law requires us to keep it for a longer period. In practice, this means that your personal information may be retained for:

#### Electoral Registration

Further information can be found on the Electoral Services Retention Schedule. (*Link to be included*)

#### Elections

- We are required by law [The Local Elections \(Principal Areas\) \(England and Wales\) Rules 2006](#) 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 an election are retained for a period of 21 days after the declaration of the result, following which they are securely disposed of ([Representation of the People Act 1983 Schedule 1 s.53A](#)). 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 two 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.

### **Will my personal data be held or used outside of the United Kingdom?**

No personal information is routinely sent or held outside the UK. Should the transfer of personal information outside of the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the data.

### **Your rights**

Please see our main notice for an explanation of which rights apply. This will be determined by the legal basis we are relying on to use your personal information.

If you wish to exercise any of these rights, please contact [elections@castlepoint.gov.uk](mailto:elections@castlepoint.gov.uk) .

You can obtain further information about these rights from the Information Commissioner's Office at: [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline (0303 123 1113).

You also have the right to lodge a complaint in relation to this summary notice, the full Privacy Notice, or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

### **Contacting us**

You can contact our Data Protection Officer, Angela Law by email at [dpo@castlepoint.gov.uk](mailto:dpo@castlepoint.gov.uk) or by calling 01268 882200.