

Privacy Notice for Electoral Registration

Why we are collecting your data

The Electoral Registration Officer is a data controller and collects the personal data you provide for the purpose of registering your right to vote. You need to be registered to be able to vote in any election or referendum for which you are eligible. We have a duty to maintain a complete and accurate register throughout the year. This information will also be used to produce a poll card or postal vote pack at election time if applicable.

We will only collect the personal data we need from you, in order to do this.

What is the legal basis for processing this data?

We do this as a 'public task' carried out in the public interest and under a 'legal obligation' to ensure you are registered to be able to vote in any election, or referendum for which you are eligible, and to comply with the Representation of the Peoples Act 1983, Electoral Registration and Administration Act 2013 and Representation of the People Regulations 2001. The law makes it compulsory to provide information to an electoral registration officer for inclusion in the full register. We keep records about potential and actual electors, voters, citizens, candidates and their agents and staff employed at elections. These may be written down, or kept on a computer. This will also include canvassers calling to collect information required on a Household Enquiry Form, Canvass Form, Canvass Communication Form or Invitation To Register form if a response is not received.

These records may include:

- your name, address, nationality and date of birth
- Unique identifiers (such as National Insurance Number).
- Signatures for absent vote checking
- Scanned application forms, documentary evidence, dates of any letters or correspondence.
- Notes about any relevant circumstances that you have told us
- Your previous address
- The other occupants in your home
- If you are over 76 or under 16/17
- Whether you have chosen to opt out of the open version of the register.
- A photo of you (if you apply for a voter authority certificate).

Who will your information 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 and can 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
- The Council's Council Tax, Housing, Waste and Parking Departments
- The Local County 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

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

With the introduction of Canvass Reform in 2020, DLUHC requires us to do Data Matching/Mining using electoral register data in conjunction with our Council Tax, Housing, Waste and Parking Departments as well as the Kent County Council and the data they hold at the beginning of the Canvass process each year. The data used for this will include:

- Previous Names
- Date of Birth
- Email address
- Telephone number

As part of this process your data will be shared with the Department for Work and Pensions and the DLUHC that are data processors for data matching. You can find more information on this here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/833308/Reform-of-the-Annual-Canvass-Statement-of-Policy.pdf

With the introduction of the Election Act 2022, we are now required to process applications for Voter Authority Certificates. Any photo or personal data required for this purpose will be processed by the Individual Electoral Registration Digital Service managed by the DLUHC. You can find more information about this here: <https://voter-authority-certificate.service.gov.uk/>

We also have to disclose (share) your information with our Software Providers, Contracted Printers and Automated Response Service for the annual canvass..

It is a crime for anyone who has a copy of the full register to pass information from this register on to others, if they do not have a lawful reason to see it.

Anyone can inspect the full electoral register.

- Inspection of the register will be under supervision
- They can 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 will be charged 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 can 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.

How long will we hold your data for?

The Electoral Registration Officer and Returning Officer are obliged to process your personal data in relation to preparing for and conducting elections. Your details will be kept and updated in accordance with our legal obligations and in line with our retention schedule.

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.

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 the erasure of your personal data in certain circumstances ('right to be forgotten').

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.

You have the right to object to our processing of your personal data. This includes when your data is used for direct marketing including profiling relating to direct marketing.

If you are dissatisfied with how the council has 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 council is 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. If you do not provide the information we ask for you may lose your right to vote and could also be fined.

Identity of Data Protection Officer

Tricia Marshall, Electoral Registration Officer

Contact details

Canterbury City Council, Council Offices, Military Road, Canterbury CT1 1YW