



## ELECTORAL SERVICES PRIVACY NOTICE

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**At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when the Council collects your personal information. This notice applies to information the Council collect in relation to electoral registration and voting.**

### Stage one: Who are we?

Electoral services are responsible for producing the electoral register, comprising of people who are eligible to vote in elections in Barnsley. We are also responsible for managing elections, this includes using the data collected to enable people to vote.

### Stage two: What type of information we will collect from you

We keep records about potential and actual electors, voters, citizens, candidates and their agents, staff employed at elections and people we have to pay.

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 of correspondence
- Notes about any relevant circumstances that you have told us
- Your previous or any redirected 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

We will not collect any information from you that we do not need to provide and oversee this service to you.

### **Stage three: Why do we need your personal information**

Under the Representation of the People Act 1983, we are permitted to process your personal information and have a legal obligation to prepare and maintain the electoral register. We also have a statutory duty to perform specific functions in the conduct of elections.

We keep records about potential and actual electors, voters, citizens, candidates and their agents, staff employed at elections and people we have to pay.

The law requires us to share data collected with various agencies and parties. We collect personal data from our residents to enable us to carry out these functions and appoint an Electoral Registration Officer and Returning Officer who is a data controller for the personal information you provide and has legal powers to collect this data.

### **Stage four: How we will collect your personal information**

We collect this information from information you send to us when completing annual canvass work. In addition to this, we collect the information people provide us when they call to update and amend the electoral register.

We also access information held by other Council Services which the Electoral Registration Officer is permitted by law to inspect. This information is used to maintain the registers which the Electoral Registration Officer has a duty to maintain

### **Stage five: Our Legal Basis for processing your information**

The following is a list of all primary legislation relevant to the collection, processing and retention of personal data by Electoral Services:

- Local Government Act
- Representation of the People Act
- Electoral Administration Act
- European Parliamentary Elections Regulations
- The Local Elections Rules
- Neighbourhood Planning Regulations
- The Representation of the People (England and Wales) Regulations.

### **Stage six: Why we may need to share your information**

We are required by law to provide copies of the Full Register which is published once a year and is updated every month to certain organisation and individuals.

In accordance with law, the Full Register has to be made available for public inspection and is done under supervision.

The open register is an extract of the electoral register, but it is not used for elections. It can be bought by anyone and used for many purposes including confirming name and address details and direct marketing purposes. Removing your details from the open register does not affect your right to vote.

If you opted-out of the open register we will only use the information you give us for electoral purposes, including matching it against other sources of data to support the electoral register. If you are currently registered, where applicable, we have processed your data correctly. We will not give personal information to anyone else, unless we have to by law. The law requires us to share your information with candidates, political parties and campaigners for democratic engagement purposes and credit reference agencies to check your identity when you apply for credit.

## **Stage seven: Who we may share your information with**

We can share personal information with other 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
- Parish 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.

## **Stage eight: How long will your information be kept?**

We will keep your data for as long as is required by various legislation that governs the Elections process. This will differ depending on the type of information and the type of election.

The Council has retention schedules in place to ensure that information is only held for as long as it is needed.

## **Stage nine: What will happen if you fail to provide personal information?**

You are legally required to provide information to the Electoral Registration Officer, there is a criminal penalty for failing to provide the information

## Stage ten: How to access and control your personal information

The Council has a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the Council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.uk) or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on [DPO@barnsley.gov.uk](mailto:DPO@barnsley.gov.uk) .

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at [www.ico.org.uk](http://www.ico.org.uk)