



Barnsley – the place
of possibilities.



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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?

The Electoral Registration Officer and Returning 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. We will only collect the personal data we need from you in order to do this.

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

To meet our statutory obligations, we keep records about potential and actual electors, voters, citizens, candidates and their agents, as well as

staff employed at the annual canvass and elections. These may be written down or kept on a computer.

These records may include:

- Your name, address, nationality and date of birth
- Unique identifiers (such as National Insurance Numbers).
- 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 16/17
- Whether you have chosen to opt out of the open version of the register.

The data you provide will be processed by the Individual Electoral Registration Digital Service managed by the Cabinet Office, in order to verify your identity. 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 the Individual Electoral Registration Digital Service. You can find more information about this on the [GOV.UK website](https://www.gov.uk).

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

The information you provide is held in electoral registers which are managed by the Electoral Registration Officer, 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. In accordance with the specific legislative provisions which permit its supply and restrict its use. It may only be supplied to the following people and organisations:

- British Library
- National Library for Wales
- National Library for Scotland
- UK Statistics Authority
- Electoral Commission
- Boundary Commission for England
- Jury Summoning Bureau
- Elected Representatives (MP, Local Councillors, Parish Councillors, Combined Authority Mayor, Local Authority Mayor, Member of the Senedd, Member of Scottish Parliament)
- Police 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
- Government departments or bodies
- Credit Reference Agencies
- National Fraud Initiative
- Electoral Registration Officers and Returning Officers

We also have to share your information with our Software providers and contracted printers, this is subject to appropriate safeguards.

It is a criminal offence for anyone who has a copy of the full register to supply, disclose or otherwise make use of information in this register for any purpose other than that set out in relevant legislation.

Anyone can inspect the full electoral register.

- Inspection of the register will be under supervision
- Those inspecting it may 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 may incur 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 may 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.

Stage eight: How long will your information be kept?

We 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 statutory retention periods.

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 [Your privacy](#)

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 informationrequest@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

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



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Metropolitan Borough Council