

# Electoral Services privacy notice

## Your personal information

We use your personal information for electoral purposes and other limited lawful purposes.

The Electoral Registration Office keeps records about potential and actual electors; electors who register anonymously; voters; citizens; candidates and their agents; staff employed at an election or during 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 if supplied
- Unique identifiers (eg National Insurance Numbers)
- Scanned application forms and dates of any letters of correspondence previous or any redirected addresses
- Further evidence from certain individuals such as copies of their passport, marriage certificate or 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
- Title, gender, bank details, car registration details and previous employment data for those employed at Elections or Annual Canvass

## How we use your personal information

There are statutory duties for the Electoral Registration Officer to collect personal data for electoral purposes including registration. You need to be registered to be able to vote in elections or referenda for which you are eligible. We have a duty to maintain a complete and accurate electoral register throughout the year and your personal information will be used for the same purpose.

## Do you share my personal 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 may be shared with the Department for Works and Pensions and the Cabinet Office suppliers that are data processors for the individual Electoral Registration Digital Service.

Find more information about the register to vote privacy policy <https://www.registertovote.service.gov.uk/register-to-vote/privacy>

On occasions personal information has to be given to other authorities, organisations or people, but only for purposes set out in legislation eg candidates, libraries, political parties and credit reference agencies.

We also share your information with our software providers and contracted printers to improve the experience of electoral registration and administration.

We are required to provide copies of the Full Electoral Register to certain organisations and individuals by law.

Anyone can inspect the Full Electoral Register:

- Inspection will be under supervision
- Extracts can be taken 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. If you have chosen to be included in the Open Register by law your information can be sold to anyone who requests it. 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.

In exceptional circumstances, we might share your information without your permission if we reasonably believe you might be breaking the law, and such disclosure is allowed under the relevant laws, including data protection law.

## Retention of personal information

Your personal information will be kept in accordance with our legal obligations and in line with statutory retention periods. We consider the following principles in relation to data retention:

- We only hold your information for as long as we do the activities we told you about
- We think about what type of information it is, the amount collected, how sensitive it might be and any legal requirements

- We administer our electoral services so that we don't hold your information any longer than we have to
- We always think about the potential risk from anyone using or sharing this information without permission

## Your rights

You have the right to be informed. When we ask you to share your personal information we give you details of why we're using it, including things like, what we're using it for, how long we'll keep it, and who it will be shared with.

You have the right to rectification. You have the right to ask us to correct anything that you think is wrong with the personal information we have on file about you. There might be some occasions where we can't fulfil a request, eg where the law tells us we can't.

You have the right to restrict processing. You have the right to ask us to only use or store your information for certain purposes. Sometimes we can change how we use your information, but other times it is not possible, like if the law tells us we can't.

You have the right of access. This right allows you to ask for full details of the personal information we hold on you. Further information is available [here](#).

You have the right to object. This is your right to tell us to stop using your personal information. Sometimes we won't be able to stop, for example, if the law tells us we have to use your personal information in a certain way.

You have the right to erasure. Also known as the 'right to be forgotten.' This right means you can ask for your personal information to be deleted. Sometimes it is not possible if, for example, we have a statutory requirement to keep it.

When exercising the rights above, depending on the request, we might need two forms of identification to check that you are who you say you are.

These include:

- Passport
- Driving licence
- Birth certificate
- Utility bill, bank statement or rent book from the last three months
- Current vehicle registration document

As explained above, there might be some occasions where we can't fulfill a request. For example:

- If it might impact on the rights of another person or company
- If you haven't given us all the information we need, including proof of ID
- The law tells us we can't or it forms part of our journalistic output

- And, sometimes, if we feel your request is excessive

If we can't help you, we'll get back to you and explain the reasons why. We'll aim to get back to you within one month. For more complicated requests, or for a large amount of requests, we might take longer, but we'll tell you if there's a delay and the reasons why.

**END**  
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