



# **Electoral Registration Officer Privacy Notice**

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**This Privacy Notice was last updated in September 2023 It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information**

**<https://www.wigan.gov.uk/Docs/PDF/Council/Data-Protection-FOI/Privacy-notices/Electoral/Electoral-Registration-Officer-Privacy-Notice.pdf>**

**It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.**

## **1. INTRODUCTION**

Our core data protection obligations and commitments are set out in this Notice. This notice provides additional privacy information for the **Electoral Registration Officer**.

The Electoral Registration Officer is a personal appointment separate to Wigan Council with their own statutory functions. Their duties include:

- Publishing the electoral register
- Conducting an annual canvass
- Maintaining the electoral register through the year by rolling registration

The Electoral Registration Officer is personally responsible for ensuring that they comply with the requirements of GDPR. Alison McKenzie-Folan is appointed by Wigan Council as the Electoral Registration Officer and is the registered 'data controller' with the Information Commissioners Office (ICO).

## **2. WHAT PERSONAL INFORMATION DO WE COLLECT**

The information we may collect, store and use can include, but is not limited to the following:

- Registered and pending elector's names and addresses
- Registered and pending electors date of birth and nationality
- National insurance numbers
- Signatures and date of birth of absent voters (postal, proxy, postal proxy voters)
- Household Enquiry Forms (HEF's) and Invitations to Register (ITR's)
- Notes about any relevant circumstances given by the applicant
- Previous or any redirected address
- Electors aged over 76 or under 16/17
- Overseas electors and their qualifying and overseas addresses
- Email addresses
- Telephone numbers
- Anonymous electors
- Service voters

- Local Connection voters
- Marked copies of polling station registers
- Marked copies of absent voter records
- Candidates/agents records
- Staffing details for those employed to assist in the annual canvass

The Electoral Register also contains the names of those registered as special category electors, except in the case of those registered anonymously, in which case it includes only an entry, without showing their names or addresses.

### **3. HOW WE USE PERSONAL INFORMATION**

To enable you to be on the Electoral Register and to be able to vote we need to verify your identity. All our processes are undertaken in accordance with legislation. Since June 2014, all eligible persons have been required to individually register to vote and requirements were introduced which mean that a national insurance number and date of birth need to be provided. On occasions, we may also require additional evidence of identity.

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 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.

We also ask for email and telephone details as it enables us to contact you easily and quickly should we need to but you do not have to provide this information as part of an application to register to vote

To find out more visit [Register to vote - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

#### **The Electoral Register**

The full register of electors lists the names and addresses of everyone who has registered to vote as ordinary electors. The Register is used for electoral purposes, making sure only eligible people can vote. It is also used for other limited purposes specified in law:

- detecting crime (e.g. fraud)
- calling people for jury service
- checking credit applications.

The full register is a public document and in accordance with law, has to be made available for public inspection. Inspection is done under supervision, and those 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 e-mail address.

#### **The Open Register**

The Open Register is an extract of the full register but is not used for elections. Requests to purchase the open register can be made by any person, company or organisation.

Your name and address can be removed from the open register; to opt out from being included in the open register you can request this by getting in contact with us.



#### **4. LEGAL BASIS FOR PROCESSING**

The legal bases we rely on for processing personal information are:

- Processing is necessary for the performance of a task carried out in the exercise of official authority vested in the controller
- To comply with legal obligations, including the statutory obligations to ensure that all eligible persons in Wigan Borough are registered to vote and to enable eligible persons to stand as candidates in elections in accordance with statutory requirements.

#### **5. WHO DO WE SHARE PERSONAL INFORMATION WITH**

We are required by law to provide copies of the full Electoral Register to certain organisations and individuals. They may use it for their own purposes which are different to ours but they still have to look after the data contained in the Register in the same way that we do.

The following organisations and individuals are only able to be supplied copies of the full register of electors:

- 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 and Community councils
- Police Forces, National Crime Agency
- Public Library or local authority archive services
- Government departments or bodies
- Licenced credit reference agencies
- National Fraud Initiative
- Electoral Registration and Returning Officers
- The Local Authority whom appointed the Electoral Registration Officer.
- We also have to share your information with our software providers and contracted printers.

**This is not an exhaustive list.**

#### **6. HOW LONG DO WE KEEP PERSONAL INFORMATION**

We will retain any documents that contain your personal information (e.g. HEF and ITR forms) for only as long as it takes for your registration application to be determined following which we securely dispose of the documents.

We retain electronic information about persons on the electoral register for only as long as they remain registered, following which the information will be deleted.

## **7. AUTOMATED DECISIONS**

If you are a postal voter, we use your information to make decisions through automated means when we check personal identifiers that you provide against those contained in your original postal vote application. In any case where the automated process reports that the personal identifiers you have provided do not match those on your original postal vote application, there will be an intervention by a human being who will make any final decision (i.e. there will always be the involvement of a human decision-maker where the result of the automated process indicates the possibility of a decision to your detriment).

## **8. COOKIES**

To find out how we use cookies, please see [Cookies \(wigan.gov.uk\)](https://www.wigan.gov.uk/cookies).

## **9. YOUR RIGHTS**

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in [Wigan Borough Council Primary Privacy Notice](#).