

Privacy Notice for Electoral Services

How we handle your information

Everyone working for Electoral Services has a legal duty to keep and process information about you in accordance with the law.

This Privacy Notice explains why we ask for personal information, how that information will be used and who we will share this information with.

What information we use

We use information about citizens, electors and voters to enable us to carry out specific functions for which we are responsible and to provide you with a statutory service.

We keep records about potential and actual electors, voters, citizens, candidates and their agents, staff employed at an election and the people we need to pay. These may be written down (manual records), or kept on a computer (electronic records).

These records may include:

- basic details about you, for example, name, address, date of birth and nationality
- unique identifiers (such as your NI number),
- scanned application forms & dates of any letters of correspondence,
- notes about any relevant circumstances that you have told us
- details and records about the service you have received,
- 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

How we collect the information

We collect information via forms which you complete when you register to vote (Household Enquiry Forms and Invitations to Register) or when you apply for an absent vote (postal vote or proxy application).

By law we have to carry out an annual canvass of electors every year and as part of this information on people resident in each household is collected.

We also collect information when you register to vote via the IER digital service (see further information about Partner Organisations (below)).

What we use the information for

Your records are used to help ensure that we provide you with the service that you need. We will, based on your nationality, include your name on the electoral register so that you are able to vote by your chosen method at all relevant elections.

It is important that your records are accurate and up-to-date as they will help make sure that our staff are able to provide you with the help, advice or support you need.

If you do not provide us with this information then you may be breaking the law and, as an eligible citizen, you may not be able to vote.

Who we share the information with

There will be occasions when we need to share your information. These include:

- with the Department for Work and Pensions as part of a data-matching exercise for the annual canvass of electors
- to contracted printers to print your poll cards, postal packs & other electoral material
- to registered political parties, elected representatives, candidates, agents and other permitted participants who are able to use it for electoral purposes only
- to credit reference agencies, the British Library, UK Statistics Authority, the Electoral Commission and other statutory recipients of the electoral register
- details of whether you have voted (but not how you have voted) to those who are entitled in law to receive it after an election
- where the health and safety of others is at risk
- when the law requires us to pass on information under special circumstances
- crime prevention or the detection of fraud as part of the National Fraud Initiative

If your details are in the open version of the electoral register, your name and address can be sold to third parties who may use it for any purpose. You can opt out of this version at any time and are given the opportunity annually as part of the canvass of all households.

The electoral register is a public document which can be viewed by appointment only under strict control. You can see more information about access to the electoral register here: <https://my.northtyneside.gov.uk/category/447/electoral-and-open-registers>

Anyone who receives information from us has a legal duty to keep it confidential.

Partner organisations

The process of checking citizens' personal identifiers to ensure eligibility for inclusion in the electoral register, is controlled by the Cabinet Office via the IER Digital Service.

This includes:

- The Department for Work and Pensions who use data provided to verify the identity of new applicants
- The Cabinet Office who will inform the old local authority of people who have moved area

To verify your identity, the data you provide will be processed by the Individual Electoral Registration Digital Service (IERDS) 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 IERDS. You can find out more about this here: <https://www.registertovote.service.gov.uk/register-to-vote/privacy>

How long we keep information

The Electoral Registration Officer & Returning Officer are obliged to process your personal data in relation to keeping an accurate electoral register and 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.

Where to find more information

If you would like to know more about how we use your information, you can contact Electoral Services. Our contact details are available here:

<https://my.northtyneside.gov.uk/category/445/contact-electoral-services>

You can also write to:

Data Protection Officer
North Tyneside Council
The Silverlink North
Cobalt Business Park
North Tyneside
NE27 0BY

Email: information.governance@northtyneside.gov.uk

Tel: 0191 643 2333

For further guidance about data protection rights, see <https://ico.org.uk/>

For further information about Electoral Services in general see <https://my.northtyneside.gov.uk/category/186/elections-and-voting>

