

Privacy Notice – Electoral Services

This Privacy Notice tells you what to expect when we process your personal data in accordance with the Data Protection legislation for election purposes.

Data Controller	North East Lincolnshire Council's Electoral Registration Officer / Returning Officer
ICO Registration number	Z8809111
Our contact details:	Electoral Services, Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire, DN31 1HU Email: elections@nelincs.gov.uk Telephone: 01472 326117 or 01472 324118 or 01472 324161 Opening times: Monday to Friday 9 am to 5 pm except bank holidays
The purpose we are processing your personal data for is	To maintain the Electoral Register and to administer elections and referendums.
Using your personal information for other purposes	We will not process your personal data for any other purpose than that for which it was collected, without first providing you with information on that other purpose and seeking your consent if applicable; except where we are required to disclose your personal data in accordance with legislation (i.e. in relation to the prevention and detection of crime, counter terrorism, safeguarding or legal proceedings); to protect the vital interests of you or another or to support emergency planning purposes.
Organisations acting on our behalf to process your personal data	We use specialist printers for printing of election, referendum, polling and electoral registration stationary
The fair and lawful basis we are processing your personal data on is	<p>The lawful basis to collect and process your personal data is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller as set out in the Representation of the People Act 1983 and associated regulations (Article 6 1 e).</p> <p>Some of the personal data we collect is classified as special category personal data, the lawful basis to collect and process this personal data is that it is necessary for reasons of substantial public interest as set out in the Representation of the People Act 1983 and associated regulations, and appropriate policy documents are in place (Article 9 2 g).</p>

Am I required to provide the Council with my personal data	It is a legal requirement for anyone over the age of 16 and is a British, Commonwealth and European Union citizen to register to vote.
Does the Council's processing of my personal data involve automated decision-making, including profiling?	Not by North East Lincolnshire Council.
Can I withdraw my consent for processing	No, as we are processing your personal data to comply with statutory obligations.
Who we will share your personal data with	<p>Disclosure of electoral register information will be in accordance with the Representation of the People Act, as follows:</p> <ol style="list-style-type: none"> 1. available for public inspection through North East Lincolnshire Council or the British Library; 2. copy provided to the Electoral Commission, the Boundary Commissions (which set constituency boundaries for most elections) and the Office for National Statistics; 3. buyers of the open register; 4. Credit Reference Agencies who buy the full register. They help other organisations to check the names and addresses of people applying for credit. They also use it to carry out identity checks when trying to prevent and detect money laundering; 5. bodies with duties relating to security, enforcing the law and preventing and detecting crime including the Police or Department of Works and Pensions; 6. other organisations who take part in the National Fraud Initiative; 7. the registered individual and other occupants of the individuals address; 8. courts for the purpose of calling people for jury service; 9. Council staff, individuals undertaking election duties; 10. Political parties, candidates and holders of elected office for electoral purposes; and 11. Department of Works and Pension for the purpose of the Canvass data matching exercise. <p>Disclosure of elections and referendum information will be in accordance with the Representation of the</p>

	<p>People Act and Electoral Registration and Administration Act 2013 to:</p> <ol style="list-style-type: none"> 1. Count Observers; and 2. Into the public domain. <p>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 Works 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 here: https://www.registertovote.service.gov.uk/register-to-vote/privacy</p>
Source of information	<p>Person completing the registration form</p> <p>Annual canvass for the household which includes data matching with national and local data sets</p>
Transfers of personal data to a third country	<p>Any disclosure of information will be in accordance with the Representation of the People Act and Electoral Registration and Administration Act 2013.</p>
How long we will retain your personal data for	<p>Electoral Register information: 1 year for paper registration forms and 15 years for electoral registers.</p> <p>Elections and referendum information: 1 year for Nomination papers, 1 year for marked registers, 1 year for election documentation and 2 years for election expenses.</p>
What are my rights in relation to my personal data?	<p>You have the right to access the personal data we hold about you; to request we rectify (if your details have changed) or erase (if you have moved property) your personal data; to object to or restrict processing in certain circumstances; and a right of data portability in certain circumstances.</p> <p>More information on your rights can be found on our website: https://www.nelincs.gov.uk/council-information-partnerships/information-governance/data-protection/</p>
Who can I complain to?	<p>If you are dissatisfied with how we have processed your personal data you can contact the Data Protection Officer to request an internal review.</p> <p>If you are dissatisfied with the outcome of the internal review, they have the right to appeal directly to the Information Commissioner for an independent review. https://ico.org.uk/concerns/</p>
Contact details for our Data Protection Officer	<p>Email: Transparency@nelincs.gov.uk</p> <p>Tel: (01472) 323372</p>

	Postal: North East Lincolnshire Council, Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire, DN31 1HU
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