Privacy Notice – Electoral Services

This Privacy Notice tells you what to expect when North East Lincolnshire Council (NELC) collects and uses your personal data in accordance with the General Data Protection Regulation for election purposes.

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|  | **Complete the following fields:** |
| **Data Controller** | North East Lincolnshire Council’s Electoral Registration Officer / Returning Officer |
| **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, including Approval and processing of Voter Authority Certificates (VAC) |
| **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 were we are required to disclose your personal data in accordance with legislation for example in relation to the prevention and detection of crime, counter terrorism, safeguarding, legal proceedings or to protect interests of you or another. |
| **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** | 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). 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). |
| **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.  As from May 2023, at the point of voting, identification or **Voter Authority Certificate** will need to be provided to polling station staff. |
| **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** | Disclosure of electoral register information will be in accordance with the Representation of the People Act, as follows:  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.  Disclosure of elections and referendum information will be in accordance with the Representation of the People Act and Electoral Registration and Administration Act 2013 to:  1. Count Observers; and  2. Into the public domain.  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>  For the purposes of processing **Voter Authority Certificates (VAC), w**hen you apply your data will be processed by the Department of Levelling Up Housing and Communities (DLUHC) via a secure national Electoral Registration Officer (ERO) Portal which is a processing tool, and printing and dissemination service for the VAC.  As the Data Controller we will access the ERO portal to approve VAC applications. Paper VAC Applications received directly by the Councils ERO will be uploaded to the ERO Portal including all your data provided on the application. |
| **Transfers of personal data to a third country** | Any disclosure of information will be in accordance with the Representation of the People Act and Electoral Registration and Administration Act 2013. |
| **How long we will retain your personal data for** | Electoral Register information: 1 year for paper registration forms and 15 years for electoral registers. 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.  Paper VAC Applications received directly by the Councils ERO will be uploaded to the ERO Portal including all your data provided on the application, once approved the paper application will be destroyed after 6 months. |
| **What are my rights in relation to my personal data?** | You have the right to access the personal data we hold about you; to request we rectify or erase your personal data; to object to or restrict processing in certain circumstances; and a right of data portability in certain circumstances.  More information on your rights can be found on our website: <https://www.nelincs.gov.uk/your-council/information-governance/data-protection/> |
| **Who can I complain to?** | If you are dissatisfied with how we have processed your personal data you can contact the Data Protection Officer to request an internal review.  If you are dissatisfied with the outcome of the internal review, you have the right to appeal directly to the Information Commissioner for an independent review. <https://ico.org.uk/concerns/> |
| **Contact details for our Data Protection Officer** | Email: [Transparency@nelincs.gov.uk](mailto:Transparency@nelincs.gov.uk)  Tel: (01472) 323372  Postal: North East Lincolnshire Council, Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire, DN31 1HU |

Last reviewed: 8th March 2023