



**WOKINGHAM
BOROUGH COUNCIL**

Privacy Notice Electoral Services

This notice, in conjunction with Wokingham Borough Councils overarching privacy statement, explains when as a service we collect personal information, what we use your data for, who has access, who we share it with, and what your rights are.

Who are we?

Electoral Services
Wokingham Borough Council,
PO Box 151,
Wokingham,
Berkshire,
RG40 1WH

The Electoral Registration Officer (ERO) and Returning Officer (RO) are Data Controllers, who collect and use the information in order to meet their statutory duties in relation to preparing for and conducting elections.

What is the lawful basis for processing the information?

The lawful basis for processing your information is the performance of a public task, and is necessary for compliance with a legal obligation, as specified by the following legislation:

- Electoral Registration and Administration Act 2013
- The Representation of the People (England and Wales) Regulations 2001
- Representation of the People Act 1983

How do we collect information from you?

Information is collected from you as the service user via online web forms, hard copy documents, e-mail, by telephone or through face-to-face discussion. This information will be collected from either you directly as the data subject, from the Government registration website (www.gov.uk/registertovote) or via registration and absent voting application forms.

What type of information is collected from you?

The service collects and processes a range of information about you. The information is provided to enable Electoral Services to carry out its duty and functions, provide you with a service, and continue to make service improvements. We keep records about potential and actual electors, voters, candidates and their agents, staff employed at an election and the people we need to pay.

We will collect the following information: Surname, Forename, Date of Birth, Address, Postcode, Previous address, Previous postcode, E-mail, Phone number, Nationality, National Insurance Number, and Signature. We also collect information on your open register preference, if you are over 76 or under 18, scanned application forms, and dates of any letters of correspondence.

You will be informed of any other data we collect, that is not listed above, orally or through email at the time of collection of the data.

How do we use the information you have provided?

All information provided is used by Electoral Services to ensure you are registered to vote. This includes:

- We will, based on your nationality, include your name on the Electoral Register so you are able to vote by your chosen method.
- Used to produce the full electoral register, and the open (edited) register
- Used in maintaining electoral registration
- Used in the conduct of elections and referendums
- Publishing results figures on the Council's website (anonymised)
- Responding to enquiries and other matters
- Analysing statistical data for service development purposes (anonymised)

Who has access to the information about you?

Your information is managed by staff employed in Electoral Services. Your information may also be shared with officers from other service areas for assistance with these matters. All personal data is stored securely; we have in place security measures which are intended to ensure, as far as possible, the security and integrity of all personally identifiable information.

Your data is stored securely on our systems and accessed only by authorised officers of Wokingham Borough Council by using their own Username and Password, all created in-line with pre-defined user credentials. Personal data is also held in electronic files on the Council's network drives. These are only accessible through personal logon credentials and access privileges to specific drives.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our sites, any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access, and any exchanges of information carried out once we are in receipt of your data will be done securely.

Any personal data held in paper format is held in lockable filing storage, and accessed only by authorised officers, as is data held on audio or CD/DVD media. Data may be stored in paper form and is always secured in lockable cabinets when not in use. Access to Council sites is also secure requiring a personal electronic pass (lanyard) to access staff only areas.

Who we may share your information with?

When contacting Electoral Services, your information will be shared with other Council staff to the extent required to provide you with the service you have requested. 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. You can find more information about this here: <https://www.registertovote.service.gov.uk/register-to-vote/privacy>.

The information you supply is also held in electoral registers. The information is used to produce two registers: the full electoral register and the open (edited) register. The full register can be supplied to the following people and organisations:

- 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
- Credit Reference Agencies
- National Fraud Initiative
- Electoral Registration and Returning Officers

The full register is also open to public inspection with the following requirements:

- Inspection must take place under supervision
- Extracts may only be recorded by making hand written notes
- Information recorded must not be used for commercial purposes, unless it has been published in the open register
- Anyone who fails to observe these conditions is committing a criminal offence and could face a penalty fine up to £5,000

The open register can be sold to any person, organisation or company that requests it. You can choose whether or not to have your details included in the open register, however they will be included unless you ask for them to be removed. You can opt out of this version of the register at any time by emailing: ElectoralServices@wokingham.gov.uk.

Where Electoral Services engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality, and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

To ensure that information is continued to be held securely and that accuracy is maintained, there will also be instances where our system suppliers will need to access an individual's personal information. This will be on a strict need to know basis and all contracts have confidentiality clauses built in.

The Council will not transfer your information to countries outside the European Economic Area (EEA) unless this is necessary, and only to countries which have sufficient safeguards in place to protect information.

Wokingham Borough Council may also share personal information with the police and other local authorities under Article 23 of the General Data Protection Regulations in order to prevent or detect crime.

How long do we store your information?

The duration that the Council will hold information, and what happens at the end of that period, are as described within the Councils corporate retention schedule available on our website: www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/privacy-statement

Does the service utilise automated decision-making?

Electoral Services does not utilise automated decision-making in the services that it provides.