

## Privacy Notice – Electoral Services

This notice sets out how Eastleigh Borough Council (EBC) uses and protects any information that you give for the purpose of providing a statutory elections service.

Eastleigh Borough Council (EBC) is committed to protecting and respecting the privacy of your personal data. As a registered Data Controller (Reg. no. ZA205027), we comply with the General Data Protection Regulations 2018 (GDPR). Our full privacy notice can be found at [www.eastleigh.gov.uk/privacy](http://www.eastleigh.gov.uk/privacy).

### Why do we need your personal information?

The personal data that we hold for electors includes information such as;	Why we use personal information about you
<p>Name, address, contact (telephone and email details)</p> <ul style="list-style-type: none"> <li>• DOB</li> <li>• Nationality</li> <li>• Unique identifiers (e.g. NI number)</li> <li>• Previous address</li> <li>• Previous names</li> <li>• Other circumstances that have been disclosed (e.g. medical)</li> <li>• Other occupants in your home</li> <li>• If you are under 76 or over 16/17</li> <li>• Opt out preference</li> </ul>	<p>The Electoral Registration Officer and Returning Officer are obliged to process your personal data in relation to preparing for and conducting elections. We keep records about potential and actual electors, voters and citizens. This enables us to:</p> <ul style="list-style-type: none"> <li>• Check your eligibility for voting</li> <li>• To administer the electoral registration process</li> <li>• To maintain a register of overseas and service voters</li> <li>• To hold a list of absent voters</li> </ul>
<p>Who we may share your data with includes but is not limited to:</p>	<ul style="list-style-type: none"> <li>• Council Specialists</li> <li>• Council Case Managers</li> <li>• Electoral Registration Officer</li> <li>• Customer Services</li> <li>• Council Tax officers</li> <li>• HMO landlord and/or other occupants (where applicable)</li> <li>• Care Homes (where applicable)</li> <li>• Registered political parties, elected representatives, candidates, agents &amp; other permitted participants who are</li> </ul>

	<p>able to use it for Electoral Purposes only.</p> <ul style="list-style-type: none"> <li>• Contracted printers to print poll cards, postal packs &amp; other electoral material</li> <li>• Credit reference agencies, the British Library, UK Statistics Authority, Electoral Commission and other statutory recipients of the Electoral Register (e.g. Police, Jury Summoning Service, Cabinet Office etc.)</li> <li>• NFI (for crime prevention)</li> <li>• DWP</li> <li>• Details of whether you have voted (not how you have voted) to those who are entitled in law to receive it after the election</li> <li>• Where the health &amp; safety of others is at risk (e.g.police)</li> <li>• When the law requires us to pass on information under special circumstances</li> <li>• Internal Audit</li> </ul>
Lawful basis for using your personal data:	<ul style="list-style-type: none"> <li>• Article 6 (1) (e) – public task</li> </ul>
Lawful basis for using your special personal data:	<ul style="list-style-type: none"> <li>• Article 9 (2) (g) - Substantial public interest</li> </ul>
<b>The personal data that we hold for candidates at elections includes information such as</b>	<b>Why we use personal information about you.</b>
<p>Name, address, telephone, email</p> <ul style="list-style-type: none"> <li>• Political party</li> </ul>	<p>We keep records about candidates and their agents. This enables us to:</p> <ul style="list-style-type: none"> <li>• Prepare ballot papers and other stationary/notices needed to conduct an election</li> <li>• Produce absent votes</li> </ul>
Who we may share your data with includes but is not limited to:	<ul style="list-style-type: none"> <li>• Specialist officers</li> <li>• Returning Officer(s) including those from cross boundary areas</li> <li>• Printers</li> <li>• Election staff</li> <li>• Electors</li> </ul> <p>Parish Councils</p>
Lawful basis for using your personal data:	<ul style="list-style-type: none"> <li>• Article 6 (1) (e) – public task</li> </ul>
Lawful basis for using your special personal data:	<ul style="list-style-type: none"> <li>• Article 9 (2) (g) - Substantial public interest</li> </ul>

<b>The personal data that we hold for staff employed at elections includes information such as;</b>	<b>Why we use personal information about you.</b>
Name, address, telephone, email <ul style="list-style-type: none"> <li>• NI number</li> <li>• DOB</li> <li>• Car licence plates</li> <li>• Eligibility to work in UK</li> <li>• Ethnicity, gender, disability</li> <li>• Levels of remuneration</li> </ul>	To employ staff to work at an election. This enables us to employ: <ul style="list-style-type: none"> <li>• poll clerks and presiding officers</li> <li>• staff for the count</li> <li>• canvassers to carry our electoral registration duties</li> </ul>
Who we may share your data with includes but is not limited to:	<ul style="list-style-type: none"> <li>• Council specialists</li> <li>• HR &amp; payroll</li> <li>• HMRC</li> <li>• Returning Officer (including Returning Officer responsible for cross boundary areas)</li> <li>• NFI</li> <li>• Internal audit</li> </ul>
Lawful basis for using your personal data:	<ul style="list-style-type: none"> <li>• Article 6 (1) (b) contract</li> <li>• Article 6 (1) (c) legal obligation</li> </ul>
Lawful basis for using your special personal data:	<ul style="list-style-type: none"> <li>• Article 9 (2) (b) employment</li> </ul>

The Electoral Register is a public document which can be viewed by appointment only under strict control. It is important that your records are accurate and up-to-date as they will ensure that our staff are able to provide you with the help, advice or support 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. If you do not provide us with this information then eligible citizens will not be able to vote and you may be breaking the law.

Using information received from the public, registration officers keep two registers. – electoral register and the open register (also known as the edited register). The open register is an extract of the electoral register but is not used for elections. It can be bought by any person, company or organisation. Your name and address will be included in the open register unless you ask for them to be removed. Removing your details from the open register does not affect your right to vote. You can find out more information about both registers and how they may be used at [gov.uk/register-to-vote](http://gov.uk/register-to-vote)

## Who we might share your information with

Your personal information will be treated as confidential, but it may be shared with other Council services in order to provide services, meet our legal obligations as a Local Authority, ensure our records are accurate and up-to-date and improve the standard of the services we deliver. It may also be shared with external

organisations involved in delivering services on our behalf where the Council has a lawful basis to do so. We will only use your information in ways which are permitted by the General Data Protection Regulation and the UK Data Protection law.

- The Council has a duty to protect the public funds it administers and may use the information you have provided or share it with other bodies for the purpose of preventing and detecting fraud. This includes participation in the Cabinet Office National Fraud Initiative.
- We will NOT use your personal data for marketing products or services.

Anyone who receives information from us has a legal duty to keep it confidential. We are required by law to report certain information to appropriate authorities – for example:

- Where a formal court order has been issued
- To law enforcement agencies for the prevention or detection of a crime
- To the Jury Central Summoning Bureau indicating those persons who are aged 76 or over and are no longer eligible for jury service

After you send your application, it goes through several checks to make sure you're entitled to register.

To verify your identity, the data you provided 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 out more information about this here:

<https://www.registertovote.service.gov.uk/register-to-vote/privacy>

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

#### Canvass Reform Data Testing (CRDT)

We have a duty to test data on the electoral register for the purposes of the Canvass Reform 2020. This will mean that the information we hold for the normal canvass period will be held longer for the purpose of the CRDT. The Canvass Reform will go live in July 2020.

## How long we keep your data

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements, or to fulfil statutory obligations. Full information regarding retention periods for the different types of data can be found on our website in our [retention and disposal](#) schedule.

## Data Protection Officer

If you wish to ask us anything about data protection, ask for a copy of your data or you have a complaint about how we have used or looked after your data, you can contact our Data Protection Officer at:

Data Protection Officer  
Eastleigh Borough Council  
Eastleigh House  
Upper Market Street  
Eastleigh SO50 9YN

Email: [DP@eastleigh.gov.uk](mailto:DP@eastleigh.gov.uk)

For more information on Data Protection in general, or if you wish to make a complaint relating to how your personal data has been used, please contact:

The Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AX

Website: [www.ico.org.uk](http://www.ico.org.uk)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)