

Privacy Notice for Casual Election Staff (including Canvassers)

Andrew Grant is the Electoral Registration Officer (ERO) and Returning Officer for Aylesbury Vale District Council (AVDC).

The law requires us to give you a Privacy Notice which gives you details about how we use and protect your information.

Our contact details are:

The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF. Telephone: 01296 585858

Our Data Protection Officer is Mr Andy Barton, who can be contacted via our Data Governance Officer Jackie Binning, on email jbinning@aylesburyvaledc.gov.uk or telephone 01296 585495.

What personal information do we have about you:

- Name, address, date of birth and contact details, including email address, telephone and mobile number.
- Financial details.
- National Insurance details.
- Occupation and work experience.
- General information concerning your previous experience, transport availability and your preferred area for canvassing (if applicable).
- Visual images (for Electoral Canvassers only).
- Personnel file information
- Information about your entitlement to work (normally passport details).

What 'special types' of information may we have about you (if declared):

- Racial or ethnic origin.
- Medical/health details (Physical or mental health).
- Trade Union membership.
- Political affiliation
- Offences (including alleged offences).
- Criminal proceedings, outcomes and sentences.
- Religious or other beliefs of a similar nature.

Why are we using your information?

- To provide human resource and organisational development services (where applicable) to ERO/Returning Officer and his staff.
- To carry out payroll services.
- Preventing or detecting of fraud or crime.
- Health and Safety, security and identification purposes..
- Use of identity card.
- Research – using only anonymised data unless we specifically ask for your consent.

Last updated: 01.05.19

If we cannot use your data we will not be able to fulfil our contractual obligations and you could not commence/continue employment with the Returning Officer.

Our legal basis for using your personal data is under contract and legal obligation.

Our legal basis for using your image on your identity card is legitimate interests.

Our legal basis for using your 'special types' of information is under Employment Law, Social Protection Law, Establishment or defense of legal claims.

We may share your information with

- Pension and tax agencies (Bucks CC, HMRC and DWP).
- Other bodies responsible for auditing or administering public funds, and in relation to safeguarding purposes or in connection with the prevention of crime, criminal or legal investigations or proceedings including fraud (and the National Fraud Initiative) or regulatory functions.
- Express Management as a Data Processor supporting human resources services.

Automated Decision Making

We do not carry out automated decision making.

Your rights

You have legal rights over your information. For details of those rights, how long we keep your information and how we keep it safe, our main Privacy Notice is

<https://www.aylesburyvaledc.gov.uk/privacy-notice>

If you have any concerns and/or complaints you may write to Jackie Binning, Data Governance Officer, on email jbinning@aylesburyvaledc.gov.uk or telephone 01296 585495, or use the following link

<https://www.aylesburyvaledc.gov.uk/section/comments-compliments-or-complaints>