

Privacy Notice for Electoral Services

Andrew Grant is the Electoral Registration Officer (ERO) and Returning Officer for Aylesbury Vale District Council (AVDC). As the data controller, the ERO/RO collects and uses the personal information you provide for the purpose of maintaining the electoral register and also as part of the election process.

You need to be registered to be able to vote in any election or referendum for which you are eligible. The ERO/RO is committed to protecting your privacy. For further details about how your information is used for election services and how it is protected please see below.

Contact details are:

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

For queries about how we use or store your personal information or your rights please contact ibinning@aylesburyvaledc.gov.uk or telephone 01296 585495.

What information do we have about you:

We may hold the following information for pending, new or existing entries on the electoral register

- Name, address, and nationality
- Date of birth (for all entries made from June 2014) or whether you are exempt from jury service based on age (for entries made before June 2014)
- Unique identifiers (such as National Insurance number)
- Documentary evidence (such as scanned correspondence, passports, payroll information, drivers license, utility bills)
- Signature
- Contact details (email and telephone numbers)
- Notes about any relevant circumstances that you have told us
- Your previous or redirected address
- Other occupants in your home
- Whether you have chosen to opt out of the open version of the register

As part of our duties, we may be required to collect sensitive personal information. For example, under the General Data Protection Regulation (GDPR) nationality is categorised as special category data. This is because it may reveal a person's racial or ethnic origin. Applications to register anonymously, may also be classed as special category data in some cases.

Why are we using your information?

We need your information so that we can

1. Maintain an accurate and complete electoral register
2. Process applications to register to vote
3. Process absent vote and anonymous registration applications
4. Undertake an annual household canvass
5. Undertake specific processing at an election (including sending Poll Cards or Postal Votes)

The legal basis for processing your data is that is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer or Returning Officer to comply with; the Electoral Registration and Administration Act 2013, the Representation of the People Act 1983, the Representation of the People Regulations 2001, the Local

Elections (Principal Area) Rules 2006, the Local Elections (Parish and Communities) Rules 2006, the Police and Crime Commissioner Elections Order 2012 and the Neighbourhood Planning (Referendums) Regulations 2012.

We will use any special category data because it is necessary for reasons of substantial public interest in order to comply with the laws detailed above.

In relation to your contact details (telephone and email) we will use this where you have given us permission to do so.

Your rights and how you can control your information

This information collected and held about you is only used for the reasons above. If we need to use it for any other reason we will normally tell you. You cannot object to the above processing where we need it to carry out our duties under the law. However, you have the right to object to the use of certain contact information, such as telephone numbers, or email. You can object by using the contact details above.

If you do not give us your email address/telephone number, or ask us to stop using them, we will send you information in the post. This may mean you do not receive information as quickly.

If you refuse to give us information or deliberately give us the wrong information you may be committing a criminal offence. If you fail to apply to register having been invited and required to do so you could be fined.

You may have other legal rights over your information. For details of those rights, how long we keep your information and how we keep it safe please see the AVDC Privacy Notice at [link].

Sharing your information

Verifying your identity

When you apply to register to vote, we will process your information to determine your application, which includes verifying your identity. To do this, the data provided will be processed by the Individual Electoral Registration Digital Service, which is managed by the Cabinet Office. As part of this process 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: www.registertovote.service.gov.uk/register-tovote/privacy

The Electoral Register

The information you provide when you register to vote is held in electoral registers which are managed by the ERO who keeps two registers – the full electoral register and the open (edited) register. The full register is published once a year and is updated every month. Any individual may inspect the full electoral register under supervision and may make hand written notes only. The ERO has a responsibility to ensure the supervision is adequate.

The Edited Register (also known as the Open Register) is an extract of the full electoral register and is available for sale to any person who requests a copy. It can also be inspected without supervision. You can opt out of appearing on the electoral register, when you apply to register, or at a later date. If you opt out after your application has been determined, this will not affect or amend any copies of the Edited Register which have been previously purchased.

Other people we may share your information with;

- Authorised officers of the Council, our printers and software providers, in order to manage the electoral register, print poll cards, postal vote packs and other electoral material
- Registered political parties, local constituency parties and elected representatives.
- Candidates agents and other permitted participants (who can use it for electoral purposes only, ahead of an election).
- Aylesbury Vale District Council, The British Library and other local authority archive services within Aylesbury Vale, other Returning Officers, UK Statistics Authority, The Electoral Commission, Parliamentary Boundary Commission, Boundary Commission for England, Jury Summoning Bureau, Parish and Community Councils, The Thames Valley Police and Crime Commissioner, National Crime Agency, police forces and security services.
- Government Departments or bodies and credit reference agencies (who can purchase and use the information, for specified purposes, such as vetting credit applications).
- Details of whether you have voted (but not how you have voted), with The Electoral Commission, National Crime Agency and Government Departments or bodies, police forces, registered political parties, local constituency parties, elected representatives and those who are entitled in law to receive the electoral register ahead of that election, (who can purchase the information and use it for specified and limited purposes).
- Where the health and safety of others is at risk.
- When the law requires us to pass on information under special circumstances such as crime prevention or the detection of fraud (e.g.as part of the National Fraud Initiative).

We will only share your information, where we are required to do so by law and certain conditions are met. We will take steps to remind individuals and groups of the specific circumstances for which the data can be used (such as for research or electoral purposes), but once the information has been provided, the individual or group is responsible as a data controller in their own right, for the lawful control and processing of the information supplied.

Automated Decision Making

We do not carry out any automated decision making.

Complaints

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 www.aylesburyvaledc.gov.uk/section/comments-compliments-or-complaints

You can also report any concerns that you have to the Information Commissioner by visiting the ICO website here <https://ico.org.uk/>