

Privacy Notice
Durham County Council
Legal & Democratic Services
Electoral Services
Electoral Registration Officer & Returning Officer

1. Who we are?

Durham County Council
Resources
Legal & Democratic Services
Electoral Services

For the purposes of Data Protection, The Electoral Registration Officer is the Data Controller for your information. The Electoral Registration Officer and Returning Officer collect and use information about residents to enable us to carry out specific functions for which we are statutorily responsible.

The Electoral Registration Officer for Durham County Council is responsible for the annual production & publication of the Register of Electors and its update & maintenance throughout the year in compliance with government statutory regulations and performance standards set by the Electoral Commission. The ERO also maintains a record of electors who have elected to vote by post or proxy – this process includes renewal of signatures every 5 years.

The Returning Officer for Durham County Council is responsible for the delivery of all Parish, County, Parliamentary and PCC elections and referendum in the Durham County area and must account for the costs of running these elections.

2. What type of personal information do we collect and how do we collect it?

We collect information and keep records about potential and actual electors, voters, citizens, candidates and their agents, staff employed at an election and service providers.

We collect some of the following personal information about you:

- Name, address – both current and any previous address, date of birth and nationality
- Unique identifiers such as your National Insurance Number
- Signature for postal vote checking
- Contact Phone Number & Email
- Political Party of candidates, their agents details and election expenses
- Bank Details of individuals who are employed in canvassing and election duties
- Proof of Identity such as copies of your passport, marriage certificate or driving licence
- Proof of right to work in the UK
- The other occupants in your home
- Any relevant circumstances you may have informed us of
- Your preference for opting out of the open version of the Register of Electors
- If you are over 76 or under 16/17

We collect information about you in the following ways:

- Paper Form
- Online Form
- Communication with yourself either in person or over the telephone

3. What is our power to obtain and use the personal data?

When we collect and use your personal information we rely on one of the following:

- **Legal obligation:** it is necessary to meet a legal obligation
- **Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions
- **Explicit Consent:** you have given us explicit consent to use your details

4. What is your personal information used for?

Your records are used to help ensure that we provide you with the service, advice or support you need.

The Electoral Registration Officer collects and processes information about you, and based on your nationality, will include your name on the Register of Elector and where appropriate:

- Issue you with a poll card at the time of an election
- Process an application for a postal or proxy vote and issue you with your postal vote at the time of an election

The Returning Officer collects and processes information about electors, candidates and their agents for the following purposes:

- To process applications for candidature
- To process staff applications for employment and to add you to the staff and payroll database to facilitate payments to be made
- To prepare documents and conduct statutory election duties

5. Will your personal information be shared?

In certain circumstances your personal information may be shared with other council departments or external organisations where we have a statutory obligation to share, such as for the purposes of the prevention or detection of crime.

The Register of Electors is a public document which can be viewed by appointment and under strict control. Access to the full electoral register is limited to those prescribed in legislation and is sent to external organisations for the purpose of credit referencing, statistical purposes and historical record.

Occasions when your information needs to be shared include:

- Credit Reference Agencies, the British Library, UK Statistics Authority (Office for National Statistics), The Electoral Commission and other statutory recipients of the Register of Electors
- Jury Central Summoning Bureau – to indicated those persons aged 76 or over who are no longer eligible for jury service
- Elected Representatives (including MPs, MEPs, local and parish councillors within the registration area), Candidates & Agents, registered political parties and other permitted participants who can use it for electoral purposes only
- Local Authority Archives Service

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>

If your details are on the Open version of the Register of Electors, your name and address can be sold to third parties use may use it for any purpose. The law requires that the Open Register is available for sale. You can opt out of this version of the Register at any time by emailing electoralservices@durham.gov.uk or calling 03000 261212.

At elections, candidates, nominations and agents will become public record and will be displayed on statutory notices and the ballot paper. Candidate's expenses returns are subject to public inspection.

Elector information is shared with our contracted printers and software providers. These suppliers process data on behalf of us to enable use to compile and manage the register and to produce and print poll cards, postal votes and other election materials.

Details of whether you have voted (but not how you voted) can be shared, if requested, with those entitled by law to receive this information after the election.

Staff information will be shared with our Payroll Section to enable payments to be made for employment undertaken. They in turn will send all payment information to HMRC for tax purposes.

The Council will not share your information for marketing purposes and will only use any contact details you may have supplied while processing your application.

6. How do we keep your personal information secure?

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. These include the use of passwords and encryption, controlling access to our systems and network and a secure central government portal.

7. How long will we keep your personal information?

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service will determine how long we have to keep it. Our corporate retention guidelines show how long we keep it for different services. This ranges from months for some records to decades for more sensitive records. A copy of our retention guidelines can be provided on request.

The retention periods for this service are as follows:

- Legislation requires that once published, electoral registers are kept permanently as a historical record and for the checking of overseas registration qualifications
- With regards to applications for absent votes, this information is kept for as long as you require to vote in this manner provided you have renewed your application when necessary
- Legislation requires that the majority of election documents are kept for one year with the exception of home address forms (at UK Parliamentary Elections) which are only kept for 21 days and election expenses forms which are to be retained for 2 years
- Staff details will be kept on our staff database for as long as you wish to remain available for employment

8. Is your personal information processed outside the European Economic Community?

We do not process your personal information outside the EEC and all personal information is held in the UK.

9. Marketing

Your information may be passed to organisations external to us for marketing or sales purposes or for any commercial use without your prior express consent if you have not opted out of the Open Register (see above). The Full Register is not passed to any external organisations unless allowed under legislation (see above) and can only be used by these organisations for specific purposes.

10. What are your Information Rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you may have the right :

- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

If you wish to exercise your information rights, please contact the Data Protection Officer at

DPO@durham.gov.uk

Data Protection Officer, Durham County Council, Room 143-148, Floor 4, County Hall, Durham. DH1 5UF

Telephone: 03000 268050

You also have the right to request a copy of the personal information council holds about you. To do this, you can apply on line or download an application form from the <http://www.durham.gov.uk/inforights> or you can contact the data protection team at dataprotection@durham.gov.uk

To learn more about these rights please see the [ICO website](#).

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#)

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Fax: 01625 524 510