

Privacy Notice: Legal & Democratic Services Electoral Registration Officer and Returning Officer

This Privacy Notice tells you about what information we collect about you, how we use that information and who we share it with.

1. Who we are and what we do

The Electoral Registration Officer (ERO) for Durham County Council (a Data Controller) is responsible for the annual production and publication of the Register of Electors and its update and 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.

For the purposes of Data Protection, Durham County Council is the Data Controller for your information.

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

We collect the following personal information about you:

- Name
- Address
- Date of Birth
- National Insurance Number
- Signature
- Contact Phone Number
- Email
- Bank Details
- Proof of Identity

We may also collect special category data about you such as:

- Political Party
- Country of Origin and/or nationality
- Proof of right to work in the UK

We collect and receive information about you in the following ways:

- Paper Form
- Online Form
- Details over the telephone
- By email

3. What is our lawful basis to obtain and use your personal information?

We collect and use your personal information so that either we can comply with our legal obligations, or we can perform a task in the public interest or for our official functions, under Article 6.

When we collect special category personal information, we rely on one of the following Article 9 conditions:

- Processing is necessary for reasons of substantial public interest;
- Explicit consent, your or your representative have given us explicit consent for example to identify your political opinions for the purposes of an election;
- Public domain, you have made your information publicly available; or
- Archiving, research, statistical purposes.

4. What is your personal information used for?

The Electoral Registration Officer collects and processes information about you for the following purposes:

- Registering you to vote.
- Processing an application for a postal or proxy vote.

The Returning Officer collects and processes information about you for the following purpose:

- To process your application for candidature.
- To process staff applications for employment and to add you to the staff and payroll database to facilitate payments to be made.

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.

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.

We share your information with the following organisations:

- British Library
- UK Statistics Authority (Office for National Statistics)
- The Electoral Commission
- Parliamentary Boundary Commission for England
- Local Government Boundary Commission for England
- Jury Central Summoning Bureau
- Elected Representatives (including MPs, MEPs, local councillors with the registration area)
- Police & Crime Commissioner
- Candidates for the following elections – UK Parliament, Local Government, European Parliament, Police & Crime Commissioner
- Local Constituency Parties
- Registered Political Parties
- Parish & Community Councils
- Local Authority Archives Service

Candidate's name and address will become public record and will be displayed on statutory notices and the ballot paper.

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 information secure?

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, policies and systems to ensure that access to your records are controlled appropriately.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

We secure information by controlling access to systems and networks, which allows us to stop people who are not allowed to view your personal information from getting access to it. We also provide training for our staff which allows us to make them aware of how to handle information and how and when to report when something goes wrong.

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 you receive will determine how long we have to keep your information.

Our corporate retention guidelines show how long we keep information for different services.

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.
- 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. Personal information processed outside of the European Union (EU)?

We do not process your personal data outside of the EU

9. Marketing

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

10. What are your information rights?

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

- request a copy of the personal information the council holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data; and
- object to processing.

To exercise your rights, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at inforights@durham.gov.uk

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

11. Further Information

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at DPO@durham.gov.uk or write to:

DPO
Floor 4 Room 143-148,
Durham County Council
County Hall,
Durham County Council
DH1 5UF

If we have not been able to deal with your query, 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