



## Electoral Services Privacy Notice

Who is the Data Controller?	Mick Cartledge, Electoral Registration Officer and Returning Officer (including Acting, Deputy, Local)
What information do we collect from you?	<p>We collect your name, address, email address (optional) and telephone number (optional). Other information we may collect includes your nationality, date of birth, national insurance number or the reason you might require a postal or proxy vote. We may require further evidence from you such as copies of your passport, marriage certificate or driving licence.</p> <p>For Candidates we may collect additional information such as political party, election expenses, nominations and agent's details.</p> <p>For individuals employed in the canvassing and elections process we will hold financial details and employment details.</p> <p>We keep records about potential and actual electors, voters, citizens, candidates and their agents, staff employed at an election. These may be written down, or kept on a computer.</p>
Why do we collect this information?	<p>We collect this personal data in order to process your application to register to vote, and (where you provide contact details) to communicate with you about your registration.</p> <p>We do this as a legal obligation to comply with the Electoral Registration and Administration Act 2013 and Representation of the People Regulations 2001. This ensures you are registered to vote in any election or referendum for which you are eligible. The law makes it compulsory to provide information to an electoral registration officer for inclusion in the full register.</p>
Where do we get your information from	<p>We get information mainly from several sources;</p> <ul style="list-style-type: none"> <li>• Online Forms</li> <li>• Forms you complete</li> <li>• Council Services like Planning, Streetscene and Council Tax</li> <li>• Lancashire County Council's Education Authority</li> </ul>

	<p>This data is used to update the electoral register, properties data base, attainers listing (those approaching 18 and becoming eligible to vote).</p>
<p>Who might we share your information with?</p>	<p>Our software providers will also store your information, but only on our instructions. They won't use it for any other reasons, and they have to look after it in the same way we would. You can view their privacy information <a href="#">here</a>.</p> <p>We are required to provide copies of the full electoral register to certain organisations and individuals by law. They may use it for their own reasons that are different to ours, but they still have to look after it in the same way. A full list of these organisations and individuals can be viewed on the Electoral Commissions website <a href="#">here</a>.</p> <p>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 for 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: <a href="https://www.registertovote.service.gov.uk/register-to-vote/privacy">https://www.registertovote.service.gov.uk/register-to-vote/privacy</a></p> <p>The Department for Work and Pensions will also use your information to verify your eligibility for the electoral register. They won't use it for any other reasons and they have to look after it in the same way. You can view their privacy information <a href="#">here</a>.</p> <p>If you have opted to be included in the open register, by law your information can be shared with anyone who requests it. They may use it for their own reasons that are different to ours, but they still have to look after it in the same way. The electoral register can also be viewed, but not copied, at the Town Hall by anyone who requests it.</p> <p>Our printing company will also use your information, but only on our instructions. They won't use it for any other reasons, and they have to look after it in the same way we would.</p> <p>There are suppliers who process data on behalf of the controller</p> <p>The Electoral Reform Service process online responses their privacy notice is <a href="#">here</a></p> <p>Elections staff are processed through the Council's payroll. This is subject to data matching (see separate entry)</p> <p>Candidates, nominations and agents are required to be publicly declared and are published on the Councils website and in notices.</p> <p>Candidates expense returns are subject to public inspection.</p>
<p>What do we</p>	<p>We use it to compile the electoral register and to run elections. We won't</p>

do with your information?	<p>use it for any other purposes without your consent, or without telling you first.</p> <p>Sometimes we have to give it to other authorities, organisations or people who have a legal right to ask for it such as the Electoral Commission and Department for Work and Pensions. We don't need your consent to do this, but if it is appropriate, we'll let you know if we've passed your information on.</p> <p>The Jury Service use the information from the electoral register to choose people to do Jury Service. They are allowed to have this information because of the Juries Act of 1974. This is why we ask if you are aged 76 or over.</p>
Preventing and Detecting Fraud and Data Matching	<p>We are required by law to protect the public funds it administers. We may use any of the information you provide to us or have provided in the past with other bodies responsible for auditing or administering public funds for the prevention and detection of fraud.</p> <p>We may also share this information with other bodies that are responsible for auditing or administering public funds including the Electoral Commission, the Cabinet Office, the Department for Work and Pensions, HM Revenue and Customs, the Police and other local authorities.</p> <p>In addition to undertaking our own data matching to identify errors and potential frauds we are required to take part in national data matching exercises undertaken by the Cabinet Office. The use of data by the Cabinet Office in a data matching exercise is carried out under its powers in Part 6 of the Local Audit and Accountability Act 2014. It does not require the consent of the individuals concerned.</p> <p>See <a href="http://www.gov.uk/government/collections/national-fraud-initiative">www.gov.uk/government/collections/national-fraud-initiative</a> for further information.</p> <p>View further information on the <a href="#">Cabinet Office's legal powers and the reasons why it matches particular information</a>. For further information on data matching at this authority contact:</p> <p>The Data Protection Officer Burnley Borough Council Town Hall, Burnley. BB11 9SA</p> <p>Previous exercises were conducted by the Audit Commission under Part IIA of the Audit Commission Act 1998. Further information on past exercises is located at <a href="http://www.gov.uk/government/publications/code-of-data-matching-practice-for-national-fraud-initiative">www.gov.uk/government/publications/code-of-data-matching-practice-for-national-fraud-initiative</a>.</p>
Canvass Reform	<p>In order to improve the accuracy, efficiency and citizen's experience of the electoral process, specifically the canvass, we are required to take part in the Canvass Reform Data Test. This involves a data matching exercise at the start of each canvass, which matches the details of the electors held on our electoral register against national data. In addition, this data may</p>

	<p>also be matched against local data sets. The outcome of the matching exercises will allow us to determine the most suitable route for properties to be canvassed.</p> <p>For further details please see below.</p> <p><a href="https://www.electoralcommission.org.uk/sites/default/files/pdf_file/Cabinet-Office-Canvass-Reform-Data-Test-Guidance-Part-1_and-annexes.pdf">https://www.electoralcommission.org.uk/sites/default/files/pdf_file/Cabinet-Office-Canvass-Reform-Data-Test-Guidance-Part-1_and-annexes.pdf</a></p> <p><a href="https://www.electoralcommission.org.uk/sites/default/files/pdf_file/Cabinet-office-Canvass-Reform-Data-Test-Guidance-Part-II-Testing-Local-Data_including-annexes-A-D.pdf">https://www.electoralcommission.org.uk/sites/default/files/pdf_file/Cabinet-office-Canvass-Reform-Data-Test-Guidance-Part-II-Testing-Local-Data_including-annexes-A-D.pdf</a></p>
<p>How long do we keep your information?</p>	<p>The Electoral Registration Officer and Returning Officer are obliged to process your personal data in relation to preparing for and conducting elections. Your details will be kept and updated in accordance with our legal obligations and in line with statutory retention periods.</p>
<p>How can I access the information you hold about me, find out further on privacy rights, or raise concern?</p>	<p>Contact the Data Protection Officer at -</p> <p>The Data Protection Officer  Burnley Borough Council  Town Hall  Manchester Road  Burnley  Lancashire  BB11 9SA</p> <p>Tel: 01282 425011</p> <p>Email: <a href="mailto:dataprotection@burnley.gov.uk">dataprotection@burnley.gov.uk</a></p>
<p>What rights do I have about my data?</p>	<p>You have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer, whose details are above.</p> <p>You also have the right to:</p> <ul style="list-style-type: none"> <li>• object to processing of personal data that is likely to cause, or is causing, damage or distress</li> <li>• prevent processing for the purpose of direct marketing</li> <li>• object to decisions being taken by automated means</li> <li>• in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and</li> <li>• claim compensation for damages caused by a breach of the Data Protection regulations</li> </ul> <p>These rights may be subject to restrictions due to legal requirements.</p> <p>If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <a href="https://ico.org.uk/concerns/">https://ico.org.uk/concerns/</a></p>