



IPSWICH  
BOROUGH COUNCIL

## Electoral Registration Officer - Privacy Notice

<b>Introduction</b>	<p>The Electoral Registration Officer has provided this privacy notice to help you understand how we collect, use and protect your Personal Data which we hold in order to comply with our duties under The Representation of the People Act 1983.</p> <p>When reading this document please note that we use the terms 'Personal Data' and 'Personal Information' interchangeably.</p> <p>The document below will describe how we may collect and process your personal information.</p> <p>The purpose of this document is to clearly acknowledge the Electoral Registration Officer's responsibilities in relation to the United Kingdom General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018).</p> <p>For information on how we generally process and protect your personal information please view our Privacy Notice, which can be found at <a href="https://www.ipswich.gov.uk/content/privacy-policy">https://www.ipswich.gov.uk/content/privacy-policy</a>.</p> <p>Under Representation of the People Act 1983, each Local Authority is required to appoint an <i>Electoral Registrations Officer</i>, who is responsible for administration of the Electoral Roll and acts as data controller for this information.</p> <p>Helen Pluck is formally appointed the Electoral Registration Officer for Ipswich Borough Council and is registered with the ICO as the data controller under reference no Z8207989. She can be contacted at <a href="mailto:elections@ipswich.gov.uk">elections@ipswich.gov.uk</a>.</p> <p>The Data Protection Officer for Ipswich Borough Council is Siobhan Martin, Head of Internal Audit. She can be contacted at <a href="mailto:dataprotection@ipswich.gov.uk">dataprotection@ipswich.gov.uk</a></p>
<b>Definitions used in this Notice</b>	<p><b>Personal Data</b> means any information related to an identified or identifiable living individual- known as a '<b>data subject</b>'.</p> <p>An individual is regarded as identifiable if they can be identified ,directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data or an online identifier such as an IP address or cookie identifier. Alternatively they can also be identified by one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the individual.</p> <p><b>Special Personal Data</b> previously known as 'sensitive personal data', relates to race, ethnic origin, politics, religion, trade union membership, genetic data, biometric data (where used to identify a person), health,</p>



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	<p>sex life or sexual orientation. Records of personal data relating to criminal convictions and offences and allegations must be treated in a similar way.</p> <p><b>Processing</b> means any operation which is performed on information such as. collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or making available, alignment or combination, restriction, erasure or destruction.</p> <p><b>Data Controller</b> determines the purposes and means of processing personal data.</p> <p><b>Data Processor</b> is a third party who processes personal data on behalf of the Controller</p> <p><b>Third Party</b> is someone / somebody who is not the Data Controller, the Data Processor or the Data Subject.</p>
<p><b>Who we are and what do we do:</b></p>	<p>The Electoral Registration Officer and Electoral Services Team are responsible for the administration of the electoral roll in the borough of Ipswich. This includes processing applications for registration onto the electoral roll and annual renewals of the electoral register. This information is shared with the Returning Officer in order to administer elections.</p> <p>Your personal data is being processed under Article 6 (c) [legal obligation] or (e) [public task].</p> <p>The Electoral Registration Officer regards the lawful and correct treatment of personal information as critical to their successful operations, maintaining confidence between themselves and those with whom they carry out business. The Electoral Registration Officer will ensure that they treat personal information correctly in accordance with the law.</p>
<p><b>How we lawfully process Personal Data</b></p>	<p>The legislation that allows us to process your data includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Local Government Act 1972.</li> <li>• Representation of the People Act 1983</li> <li>• Representation of the People Act 1985</li> <li>• Representation of the People Act 2000</li> <li>• Local Government Act 2003</li> <li>• Electoral Administration Act 2006</li> <li>• Electoral Registration and Administration Act 2013</li> <li>• Representation of the People (England and Wales) Regulations 2001</li> <li>• The Equality Act 2010</li> <li>• The Public Sector Equality Duty</li> </ul>



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<b>How the law protects you:</b>	The UK GDPR and the DPA 2018 set out how we can lawfully use personal information. Complying with the law protects individuals from harm and the Electoral Registration Officer will only ever process your information where we are legally able to.
<b>Our responsibilities</b>	<p>The UK GDPR and the DPA 2018 provide us with our main responsibilities for processing personal data.</p> <p>All personal information provided by you is held securely and in confidence by us in our computerised and other records. When we process your personal information, we do so in compliance with the UK GDPR and DPA2018.</p> <p>For further information on our responsibilities, please see <a href="https://www.ipswich.gov.uk/content/privacy-policy">https://www.ipswich.gov.uk/content/privacy-policy</a>.</p>
<b>Your rights:</b>	<p>The UK GDPR and DPA 2018 provide you with the following rights:</p> <ol style="list-style-type: none"> <li>1. The right to be informed</li> <li>2. The right of access</li> <li>3. The right to rectification</li> <li>4. The right to erasure</li> <li>5. The right to restrict processing</li> <li>6. The right to data portability</li> <li>7. The right to object</li> <li>8. Rights in relation to automated decision making</li> <li>9. The right to withdraw consent</li> <li>10. The right to complain</li> </ol> <p>Requests in relation to your rights should be directed to the Council. A request can be made <u>verbally but we would prefer for you to do so</u> in writing, by email to <a href="mailto:elections@ipswich.gov.uk">elections@ipswich.gov.uk</a>.</p> <p>For further information on your rights, please see <a href="https://www.ipswich.gov.uk/content/privacy-policy">https://www.ipswich.gov.uk/content/privacy-policy</a>.</p> <p>If you are unhappy with the way the Electoral Registration Officer has processed your information please contact <a href="mailto:dataprotection@ipswich.gov.uk">dataprotection@ipswich.gov.uk</a>. The Council will look in to your concerns for you. If after that if you are still unhappy you may contact the Information Commissioner's Office. Their contact details are available at <a href="http://www.ico.gov.uk">www.ico.gov.uk</a></p>
<b>Your responsibilities</b>	You are responsible for making sure you give us accurate and up to date information, and to let us know if any personal information we hold is incorrect.
<b>When do we collect information about you?</b>	<ul style="list-style-type: none"> <li>• The information is provided by you when you register initially and at the annual renewal.</li> <li>• Other departments in the Council, such as Council Tax and Housing, may advise us that you have moved and may share contact details with Electoral Services team.</li> </ul>



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<p><b>What information do we maintain?</b></p>	<p>We will only collect and use the minimum information needed.</p> <p>The information about you which we will maintain may include:</p> <ul style="list-style-type: none"><li>• Name</li><li>• Contact details</li><li>• Address</li><li>• Date of birth</li><li>• Nationality</li><li>• Elector number</li><li>• Postal Voting personal identifier (Signature and DOB)</li><li>• Signature</li><li>• Information regarding why an elector is unable to sign a postal vote, which may include disability and health information,</li><li>• Previous address</li><li>• Overseas correspondence address for overseas voters</li><li>• National Insurance number (this is redacted once registration is complete)</li><li>• If the elector is in the Armed Services, the service they are employed with, a correspondence address and Service Personnel number</li><li>• Where a proxy vote has been requested, the name of the proxy voter, their address and their contact details</li></ul>
<p><b>How do we use your information?</b></p>	<p>We will be using your information to:</p> <ul style="list-style-type: none"><li>• Administer elections including production of poll cards, postal vote packs etc, and maintain the electoral register in accordance with the law</li><li>• Process applications to register to vote</li><li>• Check eligibility to vote and ensure only those entitled to vote are registered.</li><li>• Prevention and detection of criminal activity</li><li>• Assist the Council's response to national emergencies</li><li>• Data matching for the DWP</li></ul> <p>We will not use your personal data for other purposes other than for what it was collected unless we have obtained your consent or for other lawful purposes (e.g. detection and prevention of fraud).</p> <p>Please note that the law permits the sale of copies of the Open Electoral Register. The information contained in this register is the name/s of electors at the property, elector number/s and address. You have the right to opt out of being on the Open Register. Please contact the Electoral Services team for further information.</p> <p><b>Automated processing/profiling:</b></p>



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	<p>The Electoral Registration Officer does not undertake any automated decision-making including profiling with the information collected.</p>
<p><b>How long do we keep your information?</b></p>	<p>We will hold your personal information in line with the Electoral Registration Officer's Retention Policy as follows:</p> <ul style="list-style-type: none"> <li>• Information on the Electoral Register is held in perpetuity as a historical asset and for the purpose of law enforcement.</li> <li>• Information relating to postal voters is held for the lifetime of the elector's postal vote.</li> <li>• Information relating to proxy voters is held for the lifetime of the elector's proxy vote.</li> <li>• Where you choose not to register as an elector, the information will be held until either you register to vote, move address or confirm you are not eligible to register to vote.</li> </ul> <p>You have the right to request that your personal information is deleted at any time, however whether this is possible will depend on the reasons why the data is processed. The Electoral Registration Officer will consider your request and comply where possible. If it is not possible, we will explain the reasons to you.</p>
<p><b>Transferring your information overseas</b></p>	<p>Currently, we do not transfer any personal information outside of the United Kingdom</p>
<p><b>Data sharing</b></p>	<p>We may share your personal information with:</p> <ul style="list-style-type: none"> <li>• Returning Officer</li> <li>• Judicial agencies e.g. court summoning service</li> <li>• British Library</li> <li>• Credit reference agencies</li> <li>• Agencies for the purpose of detection of crime</li> <li>• Health agencies including occupational health providers.</li> <li>• Government departments e.g. HMRC, DWP, education.</li> <li>• Immigration services.</li> <li>• Regulatory bodies e.g. The Electoral Commission</li> <li>• Police, Social Services or other bodies responsible for law enforcement or protection of vulnerable persons</li> <li>• Elected councillors and MPs (as your representative.)</li> <li>• Contractors providing IT services.</li> <li>• External printing companies</li> <li>• The Electoral Register is shared with political parties.</li> <li>• The Open Electoral Register can be accessed by the public and copies sold.</li> <li>• Cabinet Office</li> </ul>
<p><b>National Fraud Initiative NFI</b></p>	<p>We may share information provided to us with other bodies responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For further</p>



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	information, see , which can be found at <a href="https://www.ipswich.gov.uk/content/privacy-policy..">https://www.ipswich.gov.uk/content/privacy-policy..</a>
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