

# Privacy notice - Electoral services

## The data controller

The Electoral Registration Officer and Returning Officer (including Acting Deputy, Local) is the data controller for Wyre Council and arranges the collection of the personal data you provide for the purpose of registering your right to vote and to manage elections.

## The lawful basis for collecting your personal data

The council has a legal obligation to provide an Electoral Service in accordance with the Electoral Registration and Administration Act 2013 and Representation of People Regulations 2001. Processing the personal data you provide is therefore necessary for the council to manage and administer elections and to maintain a complete and accurate register of electors.

## How we use your data

We may use your personal data in a variety of ways:

- To process applications for registration
- To process applications for postal or proxy votes
- To check eligibility to stand as candidates in elections
- To check eligibility to nominate candidates for elections
- For purposes of employing staff (for both electoral registration and elections)

## The information we collect from you

The information collected from you may include the following:

- Name, address
- Telephone number and email addresses
- National insurance number
- Nationality
- Date of birth
- The reason an individual may require a postal or proxy vote
- Further evidence from you such as copies of your passport, marriage certificate or driving licence
- Gender and title for those employed at elections or annual canvass
- Bank details/car registration and previous employment data for those employed at elections or annual canvass

## Who we might share your information with

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. [Find out more](#) about this

Sometimes, we may also be required to share your personal information with other authorities, organisations or people where they have a legal right to ask for it. This may be for the prevention or detection of crime, or because of legal proceedings. Examples of these include, internal council departments, official government bodies, candidates, libraries, political parties and credit reference agencies. We do not require your consent to do this, but if we are able to do so, we will let you know if we have shared your information.

Our software providers Xpress Software Solutions Limited will also process your information, but only on our instructions. They will not use it for any other reason and are required to maintain this in accordance with the General Data Protection Regulations (GDPR). View their [privacy information](#)

Our printing company Print Image Network will also use your information, but only on our instructions. They will not use it for any other reason and are required to maintain this in accordance with the General Data Protection Regulations (GDPR). View their [privacy policy](#)

We will also share the personal information belonging to staff employed to work at elections or at the annual electoral registration canvass with the relevant council payroll department to enable payments to be made to them.

The full version of the electoral register must, by law, be made available for public inspection. This can be viewed, but not copied, at the Civic Centre, Breck Road, Poulton-le-Fylde by anyone who requests it.

The council are also legally required to provide copies of the full register to certain organisations and individuals. These organisations may use it for their own reasons that are different to those of the Electoral Service, but they are required to maintain this in accordance with the GDPR. A full list of these organisations and individuals can be viewed on the [Electoral Commissions website](#)

The open register is an extract of the electoral register. You have the right to opt out of the open register and remain on the electoral register. If you have opted to be included in the open register, by law your information can be shared with anyone who requests a copy of it. They may use it for their own reasons that are different to those of the Electoral Service, but they are also required to maintain this in accordance with the GDPR. Should you wish to opt out of the open register, please contact the Electoral Services team.

The Wyre and Preston North Parliamentary constituency boundary covers a number of Preston City Council wards. Therefore, if you live within one of the Preston wards your data will be shared with Preston City Council for the purpose of running a Parliamentary Election.

The Blackpool North and Cleveleys constituency boundary covers a number of Blackpool Borough Council wards. If you live within one of the Blackpool wards your data will be shared with Blackpool Borough Council for the purpose of running a Parliamentary Election.

The Lancaster and Fleetwood constituency boundary covers a number of Lancaster City Council wards. If you live within one of the Lancaster wards data will be shared with Lancaster City Council for the purpose of running a Parliamentary Election.

### **How long do we keep your information?**

We keep your information as set out in our retention schedule below:

<b>Type of document</b>	<b>Lawful basis collected</b>	<b>Retained</b>
Householder enquiry forms (HEFS)	Legal obligation	July to December
Invitations to register (ITRs)	Legal obligation	1 month
Requests for evidence	Legal obligation	1 month- hard copies 1 year- electronic data
Applications from special category electors	Legal obligation	1 month
Applications from anonymous electors	Legal obligation	1 year
Absent vote applications	Legal obligation	5 years
Personal identifier signature refresh applications	Legal obligation	5 years
Requests for copies of the electoral register	Legal obligation	2 years
Personal and group emails	Legal obligation/ consent	1 year
Nomination papers	Legal obligation	1 year
Ballot papers and Corresponding Numbers List	Legal obligation	1 year
Marked registers/postal/proxy lists	Legal obligation	1 year
Election expenses	Legal obligation	2 years
Staff details	Consent	6 months
Polling station booking forms	Consent	1 year- hard copies 5 years- electronic data

### **What rights do I have about my personal data?**

You have the right to request access to the information that we hold about you. To make a request for a copy of your personal information, please contact our Information Governance Manager, Joanne Porter.

In addition to the above, you also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed and

- claim compensation for damages caused by a breach of the Data Protection regulations

If you wish to execute any of these other rights, please contact the council's Data Protection Officer.

### **How to contact us**

If you have any questions about how the council handles your personal data or if you need to make a complaint if you think the council has not handled your data correctly, please contact the council's Data Protection Officer in the first instance:

Joanne Billington  
The Data Protection Officer Wyre Council  
Civic Centre  
Breck Road,  
Poulton-le-Fylde  
FY6 7PY

Tel: 01253 887372

Email: [joanne.billington@wyre.gov.uk](mailto:joanne.billington@wyre.gov.uk)

Alternatively, you can contact the [Information Commissioner's Office](#)