



HILLINGDON

LONDON

DATA PROTECTION PRIVACY NOTICE FOR ELECTORAL SERVICES

Why we are providing this Notice to you

The Council, in its capacity of Data Controller, holds certain information about you ('personal data') which it needs to process for the purpose of providing the Electoral Registration service. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at the following link: www.hillingdon.gov.uk/privacy.

What personal data do we hold?

The types of data we hold and process will typically include:

- The Electoral Register - this will include names, addresses, date of birth and in some cases, National Insurance number.
- Election Staffing Details - this will include names, addresses, date of birth, National Insurance number and bank details.
- Details of Candidates and Agents standing in or relating to an election - this will include names, addresses and email.

What is our purpose for processing your personal data?

The Electoral Register is used for electoral purposes i.e. complying with the law regarding the compilation of an electoral register and the executing of elections.

Election staffing records are used only for recruiting staff to work on election related activities and for paying those staff.

Candidates and agents details are collected for the statutory purposes of running an election.

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

What is the legal basis for our use of your personal data?

- We need it to comply with a legal obligation
- We need it to perform a task in the public interest.

What we do if your personal data is sensitive

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data, data concerning health or data concerning a natural persons sex life or sexual orientation.

For how long will we hold your personal data?

We will only keep your personal data for as long as we need to in order to fulfil the purpose[s] for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations.

Organisations that we may share your personal data 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.

You can find out more information about this here:

<https://www.registertovote.service.gov.uk/register-to-vote/privacy>

The 'Open' electoral register is made available for sale as consent of each individual has been given. The Full Register must, by law, be sold upon request to credit reference agencies and can also be used for the prevention & detection of crime.

Candidates and agents details will be supplied to an external printing firm for the purpose of producing election material (ballot papers etc.).

Banking details of electoral staff are supplied to an external payroll bureau.

Where we get information from

Elector details are supplied directly from the individual when they make their application to be added to the Electoral Register. The person is asked to provide details by law for electoral registration purposes.

Internal Sharing of Data

We may share some of your data with other services within the London Borough of Hillingdon. Examples include:

- Council Tax Records
- Housing Benefit Records
- Registrar of Births Deaths and Marriage Records
- Counter Fraud
- Business Improvement Delivery (BID)

These services (where required) have a privacy notice detailing the legal basis on which they process the data.

Your rights

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or [in very limited circumstances] erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline 0303 123 1113.

If you wish to exercise any of these rights, please contact electoralservices@hillingdon.gov.uk You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

Updates

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

Contacting us

Please contact electoralservices@hillingdon.gov.uk for further information

Or write to the Electoral and Registration Services Manager

Civic Centre
Phase II
High Street
Uxbridge
UB8 1UW

Statutory Data Protection Officer

You may also contact our Data Protection Officer for further information:

Data Protection Officer
Legal Services
Civic Centre
High Street
Uxbridge
UB8 1UW

Email: DPO@hillington.gov.uk