



## Electoral registration Privacy Notice

### Why we collect information about you

We collect information to meet legal obligations associated with maintaining and distributing of a register of electors for Tewkesbury Borough, as based on your nationality, your name is included on the electoral register which lists the names and addresses of everyone who is registered to vote in public elections.

The register is used for electoral purposes, such as making sure only eligible people can vote. It is also used for other limited purposes specified in law, such as:

- detecting crime (e.g. fraud)
- calling people for jury service
- checking credit applications

### What information do we collect about you?

We collect information about you to include (where applicable):-

- name, address, nationality, National Insurance Number, date of birth, previous address and contact details. We may also need to collect evidence of identity in various forms e.g. passport, driving licence, marriage certificate, deed of change of name
- whether you have chosen to opt out of the open version of the electoral register  
The open register is an extract of the electoral register, but is not used for elections. It can be bought by any person, company or organisation. It is used for lots of purposes for example direct marketing, by businesses and charities to confirm name and address details. Your name and address will be included in the open register unless you ask for them to be removed  
Removing your details from the open register does not affect your right to vote
- the other residents in your home
- bank details, HMRC tax details, photograph, where you are employed as a canvasser

Some of the information that is collected is classified as special category personal data. This is processed for reason of substantial public interest as set out in Representation of the People Act 1983, General Data Protection Regulation Article 6(1)(e) and associated regulations.

### Our legal basis for processing

The lawful basis to collect this information is that it is necessary for the performance of a task carried out in the public interest as set out in Representation of the People Act 1983 and related regulations.

### Who do we share the information with?

We will share personal information where:-

- required/permited by law, or
- where you have provided consent, or
- necessary to allow a third party working for or on our behalf to carry out a particular function

The main types of organisations/persons we share your information with are:-

- You
- Internal council departments e.g. payroll/accounts for canvass staff
- Other Local Authorities, local and central government bodies e.g. Department for Work and Pensions. We use the information you give us for verifying identity and matching your information against other internal and external sources of data to support the electoral register.

To verify your identity, the data you provide will be processed by the Individual Electoral Registration Digital Service managed by the Cabinet Office/Department of Levelling Up, Housing and Communities (DLUHC). As part of this process your data will be shared with the Department of Work and Pensions and the Cabinet Office/DHULC suppliers that are data processors for the Individual Electoral Registration Digital Service. You can find more information about this here <https://www.register-tovote.service.gov.uk/register-to-vote/privacy>

- Fraud or crime prevention and enforcement agencies
- Credit reference agencies
- Members of the public who are entitled to inspect the register of electors under supervision and persons purchasing the edited (open) version of the register of electors
- Service providers/contractors e.g. printers, automated canvass response facility providers
- Election candidates and agents, political parties, elected members, campaigners, other permitted participants, parish councils
- Canvassers undertaking annual canvasser duties
- Auditors, as all data captured may be subject to audit reviews.

## **Is any information transferred to or stored on servers based outside the UK?**

We do not transfer data internationally, however, one of our data processors 'Civica' have appointed a sub processor 'SIEM' to deal with cyber security. As part of their incident logging, they conduct international data transfers. Your data rights (as further outlined below in this Privacy Notice) are not affected by this.

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

Data is retained and updated in line with our [retention schedule](#).

## **Who do we collect information from?**

- You
- Internal council departments
- Other Local Authorities

## **What are the consequences if we do not collect the data?**

We will be unable to fulfil legal obligations to maintain and distribute a register of electors for Tewkesbury Borough. A person who does not appear on the register of electors is not entitled to vote at an election.

If you are employed as a canvasser, we will be unable to satisfy eligibility to work in the UK requirements and payment of fees.

## **Are any decisions about you made by automatic means?**

To ensure eligibility for inclusion in the Electoral Registration, your name, date of birth and National Insurance Number are automatically checked against records held by the Department for Work and Pensions via the Cabinet Office/DLUHC IER Digital Service.

## **Your rights as a data subject**

By law, you have a number of rights as a data subject, and this does not take away or reduce these rights.

These rights are:

- Request **access to your personal information** (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request **correction of the personal information** that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request **erasure of your personal information**. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the **restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the **transfer of your personal information** to another party.

All information is processed in accordance with Tewkesbury Borough Council's data protection policy.

If you wish to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the council's Data Protection Officer in writing at [dpo@tewkesbury.gov.uk](mailto:dpo@tewkesbury.gov.uk), or via post to:

Tewkesbury Borough Council  
Public Services Centre  
Gloucester Road  
Tewkesbury  
GL20 5TT

If you are unhappy or wish to complain about how your personal data is used, you should contact Tewkesbury Borough Council's Data Protection Officer in the first instance via email at [dpo@tewkesbury.gov.uk](mailto:dpo@tewkesbury.gov.uk).

If you are still not satisfied, you can complain to the Information Commissioners Office. Their website

address is [www.ico.org.uk](http://www.ico.org.uk) and their postal address is:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
**Security**

We use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorised access, disclosure, alteration and destruction. We have written procedures and policies which are regularly audited, and the audits are reviewed at senior level.