

Electoral Services - Privacy Notice

Details of what we collect from you, what we do with it and who it might be shared with

The Chief Executive of Sedgemoor District Council is the Data Controller for information held in connection with electoral registration and elections.

The Data Protection Officer can be contacted by emailing: foi@sedgemoor.gov.uk.

What do we collect and for what reason?

We use information about citizens, Electors and Voters to enable us to carry out specific functions for which we are responsible and to provide you with a statutory service.

We keep records about potential and actual electors, voters, citizens, candidates and their agents, staff employed at an election and the people we need to pay.

These records may include:

- basic details about you, for example, name, address, date of birth and nationality

(Electoral law requires an applicant to provide their nationality to determine their franchise for voting, this is a special category or personal data being processed)

- unique identifiers (such as your NI number),
- scanned application forms & dates of any letters of correspondence,
- notes about any relevant circumstances that you have told us
- your previous or any redirected address
- The other occupants in your home
- If you are over 76 or under 16/17
- Whether you have chosen to opt out of the Open version of the Register

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 & 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: [Register to vote privacy information](#).

There are two registers. Why?

Using information received from the public, registration officers keep two registers – the electoral register and the open register (also known as the edited register).

The electoral register

The electoral register 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.

The open 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. For example, it is used 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.

How long do we keep hold of your information?

For as long as we need it under our legal obligation to maintain an accurate electoral register and in relation to preparing for and conducting any elections/Referenda

Who do we share your information with?

- The Department for Work and Pensions will also use your information to verify your eligibility for the electoral register
 - To contracted printers to print your Poll cards, Postal Packs & other electoral material
 - To registered political parties, elected representatives, candidates, agents and other permitted participants who are able to use it for Electoral Purposes only
 - Credit reference agencies, the British Library, UK Statistics Authority, the Electoral Commission and other statutory recipients of the Electoral Register
 - Details of whether you have voted (but not how you have voted) to those who are entitled in law to receive it after an election
 - where the health and safety of others is at risk,
 - when the law requires us to pass on information under special circumstances,
 - crime prevention or the detection of fraud as part of the National Fraud Initiative
-

Access to your information

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact us at the following foi@sedgemoor.gov.uk

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. We ask that you give us accurate information, and that you tell us as soon as possible if there are any changes, such as a new address.

All individuals have certain rights under the Regulation and this includes the right to request access to your own data, the right to request your information to be erased and the right to request that your information is corrected. If you would like more information about this please contact the Data Protection Officer at foi@sedgemoor.gov.uk.

Further information and contact details

Please contact us if you have any questions about our privacy policy or information we hold about you:

Data Protection Officer, foi@sedgemoor.gov.uk

you may complain to:

The Information Commissioner (ICO) at [ICO Contact details](#)
