

The following information applies to Elections.

Data Controller:

The Electoral Registration Officer
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Data Protection Officer:

Nicola Hesketh
Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ
Email: data-protection@tamworth.gov.uk

Retention:

Records are kept in accordance with the Council's disposal schedule and we will not keep your information for longer than necessary. Our Retention Schedule can be found at:

<https://www.tamworth.gov.uk/sites/default/files/privacy/Retention-Schedule.pdf>

Rights: You have certain rights under UK Data Protection law including:

- The right to be informed
- The right of access to your personal data
- The right of rectification (to have any inaccuracies corrected)
- The right of erasure (to have your records deleted)
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

All rights may not be available to you in all circumstances. Further information about your rights is available on our website at: <http://www.tamworth.gov.uk/privacy-notice> or the ICO Website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Information Collected

- personal information such as your name, address nationality and date of birth, email address, telephone number
- Unique identifiers (such as National Insurance Number).
- Signatures for absent vote checking
- Scanned application forms, documentary evidence, 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 18 (16/17)
- Whether you have chosen to opt out of the open version of the register.

Purpose Collected

This information is used to maintain the electoral register and for the purpose of administering an election, including candidate registration. There are two electoral registers - a full electoral register and the open (edited) register.

Information is collected to ensure you are registered to vote in any election or referendum for which you are eligible.

Legal Purpose

We process this information under **Public Task** under our duties set by the Electoral Commission to comply with the following laws:

Electoral Registration and Administration Act 2013 and
Representation of the People Regulations 2001.

This ensures you are registered to vote in any election or referendum for which you are eligible. The law makes it compulsory to provide information to an electoral registration officer for inclusion in the full register.

We keep records about potential and actual electors, voters, citizens, candidates and their agents, staff employed at an elections. These may be written down, or kept on a computer.

How will we use the Information we hold about you?

- Organising all types of elections and referendums within Tamworth.
- Compiling and maintaining the Register of Electors.
- Dealing with monthly registrations to be included on the register to be included on the register and applications to vote by post.
- Boundary reviews and electoral arrangements.
- Promoting participation in our democratic processes
- To process your application to register to vote, and (where you provide contact details) to communicate with you about your registration

Third Parties we might share information with

The information you provide is held in electoral registers which are managed by electoral registration officers who, using information received, keep two registers – the full electoral register and the open (edited) register.

The full register is published once a year and is updated every month and can only be supplied to the following people and organisations:

- British Library
- UK Statistics Authority
- Electoral Commission
- Boundary Commission for England
- Jury Summoning Bureau
- Elected representatives (e.g. MP, local councillors)
- Police, Fire and Crime Commissioner
- Candidates standing for election
- The Council
- Police Forces, National Crime Agency
- Public Library or local authority archive services
- Government department or bodies
- Credit Reference Agencies
- National Fraud Initiative
- Electoral Registration and Returning Officers

We also have to disclose (share) your information with our Software providers and contracted printers and Government Agencies.

It is a crime for anyone who has a copy of the full register to pass information from this register on to others, if they do not have a lawful reason to see it.

Third Parties – Which third parties process my personal information?

Third-party service providers include contractors and designated agents who process your personal information on Tamworth Borough Council's behalf. The following third-parties process personal information about you for the following purposes:

Xpress – The Council's IT provider Xpress may have to access to your personal information on occasions where there is a fault.

How secure is my information with third-party service providers?

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with the GDPR regulations. Our third-party service providers are not permitted to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

More information

Tamworth Borough Council's Privacy Notice can be found at:

<http://www.tamworth.gov.uk/privacy-notice> or a hard copy provided upon request.

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can contact the Information Commissioner's Office.

This Privacy Notice may change from time to time and will be subject to annual review. The last known update/review date can be located at the top of the page.

By regularly reviewing this page you will ensure that you are always aware of what information we collect, how we use it and under what circumstances, if any, we share it with others.