

The following information applies to Elections.

**Data Controller:**

Tamworth Borough Council  
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](mailto: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**

Name  
Address  
Nationality  
Date of birth  
Unique identifiers (such as National Insurance Number)  
Signatures for absent vote checking  
Scanned application forms  
Documentary evidence  
Relevant information you have told us  
Previous or any redirected address  
Other occupants in your home  
If you are over 76 or under 16/17  
If you have chosen to opt out of the open version of the register

We also collect information regarding potential and actual electors, voters, citizens, candidates and their agents, staff employed at an elections.

### **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.

### **Third Parties we might share information with**

We will share your personal information with third parties where required by law or where it is necessary to administer your vote or candidacy. Examples of the organisations we may need to share information with are below, this list may not be exhaustive:

British Library  
UK Statistics Authority

Electoral Commission  
Boundary Commission for England  
Jury Summoning Bureau  
Elected representatives (MP, MEPs, local councillors)  
Police and Crime Commissioner  
Candidates standing for elections  
The Council  
Parish and community councils  
Police forces, National Crime Agency  
Public Library or local authority archive services  
Government departments or bodies  
Credit reference agencies  
National Fraud Initiative  
Electoral Registration and Returning Officers

### **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.