

Privacy Notice Last updated: March 2025

The following information applies to Electoral Services Department that is responsible for electoral registration and election functions.

Data Controller:

The Electoral Registration Officer/Returning Officer
C/O The Electoral Services Office
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Email: elections@tamworth.gov.uk

Data Protection Officer:

Nicola Hesketh
Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Email: data-protection@tamworth.gov.uk

Retention:

In order to provide you with this service, we rely on our legal obligation. The Electoral Registration Officer and Returning Officer are obliged to process your personal data in relation to preparing for and conducting Elections. Your details will be kept and updated in accordance with our legal obligations and in line with statutory retention periods.

Our Retention Schedule can be found at:

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

Occasions when your information needs to be disclosed (shared) include:

- To contracted printers to print your poll cards, postal packs and 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.

- Sharing of candidate and election agent contact information with the Force Elected-Official Advisor at Staffordshire Police.

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-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

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. You can amend your open register preference by contacting the Electoral Services Office using the details above or by completing and returning the form below:

[Elector Open Register Change Request Form](#)

Information Collected

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 may be written down (manual records) or kept on a computer (electronic records).

These records may include:

- Personal information such as your name, address, nationality and date of birth, email address, telephone number, immigration status.
- Unique identifiers (such as National Insurance Number).
- Signatures for absent vote checking
- Scanned application forms, documentary evidence, dates of any letters of correspondence.
- Photographs for use on the Voter Authority Certificate.
- 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.
- Candidates' and agents contact details (email address/and or phone number).

Purpose Collected

This information is used to maintain the electoral register and for the purpose of administering an election, including candidate registration.

Legal Purpose

We are able to do this because legislation says we must do it and the processing is necessary for compliance with legal obligations. There are very many different regulations covering the administration of Electoral Registration and Elections.

The main rules are contained in:

- The Representation of the People Act 1983, 1985 and 2000.
- The Representation of the People Regulations 2001.
- Political Parties, Elections and Referendum Act 2000.
- Local Government Act 2000.
- Electoral Administration Act 2006.
- Political Parties and Elections Act 2009.
- Electoral Registration and Administration Act 2013.
- Elections Act 2022

Including all regulations made there under. This list is not intended to be exhaustive.

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.

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
- To process and produce Voter Authority Certificates for electors who do not hold a valid form of photographic identification.

It is important that your records are accurate and up to date as they will help make sure that our staff are able to provide you with the help, advice or support you need. If you do not provide us with this information, then eligible citizens will not be able to vote, and you will be breaking the law.

The Electoral Register is a public document which can be viewed under supervision by appointment only. If you wish to view the Electoral Register, please contact the Electoral Services Office using one of the methods below:

Email: elections@tamworth.gov.uk

Phone: 01827 214155

Third Parties we might share information with

The process of checking citizens' unique identifiers to ensure eligibility for inclusion in the Electoral Register, is controlled by the Cabinet Office via the IER Digital Service (IERDS).

This includes:

- The Department for Work and Pensions who use data provided to verify the identity of new applicants.
- The IERDS will inform the old local authority of people who have moved area.
- Information will be processed within the European Economic Area (EEA) and will not be shared with overseas recipients.
- If your details are in the Open version of the Electoral Register, your name and address can be sold to third parties who may use it for any purpose
- 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 more information about this on the [Register to Vote](#) website.
- The annual canvass data step upload occurs at the start of the canvass process and is a Cabinet Office requirement. This involves both national and our local data being matched against elector details held on the electoral register.

The information you provide is held in electoral registers which are managed by the Electoral Registration Officer who, using information received, keeps 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:

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

- Print.UK.COM – The Council's print contractor will receive elector and candidate information in order to produce printed documents relating to electoral registration and the election processes.

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:

<https://www.tamworth.gov.uk/council/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.