

Privacy Notice Electoral Services

Watford Borough Council, the Electoral Registration Officer and the Returning Officer are the Data Controllers for information you provide to the Electoral Services Section. This means that the council is responsible for deciding how it holds and uses personal information about you. The council is required under Data Protection legislation to notify you of the information contained in this privacy notice. It is important that you read this notice, together with any other privacy notice we provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Electoral Services collects your personal data for the purpose of registering your right to vote and the administration of elections and referenda within the borough of Watford. You need to be registered to be able to vote in any election or referenda for which you are eligible. We have a duty to maintain a complete and accurate register throughout the year. We will only collect the personal information we need from you, in order to do this.

We are legally obliged by the Electoral Registration and Administration Act 2013 and the Representation of the People Regulations 2001 to compile and maintain an electoral register and administer elections and referenda. 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, and staff employed at an election or referendum.

These records may include:

- Your name, address, nationality and date of birth
- Unique identifiers (such as National Insurance Number). Signatures for absent vote checking.
- Scanned application forms, documentary evidence, dates of any letters and correspondence.
- Notes about any relevant circumstances that you have told us.
- Your previous or 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.

This information must be supplied to maintain the electoral register. If you fail to provide the information you could be committing a criminal offence and you may not be able to obtain credit.

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

- British Library
- UK Statistics Authority
- Electoral Commission
- Boundary Commission for England
- Jury Summons Bureau
- Elected Representatives (MP, local councillors, elected mayor)
- Police and Crime Commissioner
- Candidates standing for election
- The Council

- Parish and Community Councils
- Police Forces, National Crime Agency
- Public Library, local authority archive services
- Government departments or bodies
- Credit Reference Agencies
- National fraud Initiative
- Other Electoral Registration and Returning Officers

We also share your information with our software provider and contracted printers.

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

Anyone can inspect the full electoral register.

- Inspection of the register will be under supervision
- They can take extracts from the register, but only hand written notes
- Information must not be used for direct marketing purposes unless it has been published in the open register.

It is a criminal offence to fail to comply with these conditions.

The open register contains the same information, however an elector can choose for their details to be excluded from it. The open register can lawfully be sold to anyone for a wide range of purposes. It is used by businesses and charities for checking names and address details. Users of the open register include direct marketing firms and online directory firms.

We are obliged to process your personal data in relation to the preparing and maintaining of an accurate and up to date electoral register and administering elections and referenda. Your details will be kept in line with statutory retention periods.

The information will be stored on the Electoral Management System.

We will not use your personal information to make automated decisions about you nor will the information be transferred outside of the UK unless you are a voter who lives outside the UK but require to be registered by us.

Your rights in relation to your personal data that we hold:

You must inform us of any changes to your personal data (name or address change) as it is important that the personal information we hold about you is accurate and current.

Under certain circumstances you have the following rights:

- Request Access. You may request access to the personal data we hold (commonly known as a data subject access request). This enables you to receive a copy of the personal data we hold and check we are lawfully processing it.
- Request Correction. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request Erasure. This enables you to ask us to delete or remove personal information where there is no good reason for us to hold it or continue to process it.
- Request restricting our processing of your personal information. You may request this in certain circumstances.

If you wish to exercise any of these rights you need to contact the council's Data Protection Officer.

The Data Protection Officer (DPO) is responsible for overseeing compliance with Data Protection within the council. If you have any questions or wish to make a complaint about the way we handle your personal information, please contact the Data Protection Officer:

Data Protection Officer
Legal Services, Resources
Hertfordshire County Council
County Hall, Pegs Lane, Hertford, SG13 8DE
Postal Point: CHO150

Email: watfordDP@hertfordshire.gov.uk

Tel: 01992 588099

If you are not satisfied you can complain to the Information Commissioner's Office at:-

The Information Commissioner's Office,

Wycliffe House, Water Lane,

Wilmslow,

Cheshire, SK9 5AF

Tel: 01625 545745

Or visit ico.org.uk

We reserve the right to update our privacy notice at any time, and we will provide you with a new privacy notice when we make substantial updates. We may also notify you in other ways from time to time about the processing of your personal information. This privacy notice was last updated in August 2021.