**North West Leicestershire District Council**

**Electoral Registration**

**Privacy Notice**

This notice explains the information that we collect from you, what we do with it, and who it might be shared with.

Where we refer to “the Council”, “we” or “us” we mean North West Leicestershire District Council – the Data Controller

Where we refer to “you” or ”your” we mean you as the individual(s) providing us with your data – the Data Subject.

**What is personal information?**

Personal information can be anything that identifies and relates to a living person. It can include details such as names, addresses and date of birth amongst other things.

**What lawful basis do we have to collect your data?**

Under Article 6(1)(e) of the GDPR, we are permitted to use data for our tasks.

**What information do we collect from you?**

When you fill out an application to be added to the electoral register, we will collect your name, previous name (if applicable), current address, previous address, telephone number (optional), email address (optional), nationality, date of birth and National Insurance number.

**Why do we collect this information?**

We collect this data as we are required to by the Representation of the People Act 1983 (as amended) in order to add your details to the Electoral Register.

**Who might we share this information with?**

The Council will not share any of the information that it holds about you with any third party, unless you have given your written consent, or if otherwise this is permitted by law.

The Council is legally required to compile two versions of the Electoral Register – the Full Register and the Open Register.

The Council is required to provide the Full Electoral Register, which all electors are included on, to certain organisations and individuals, such as credit reference agencies and the jury service. A full list of organisations and individuals that can be provided with a copy of the register can be found [here](https://www.electoralcommission.org.uk/__data/assets/pdf_file/0005/162824/List-of-people-entitled-to-be-supplied-with-the-electoral-register.pdf).

A copy of the open electoral register can be supplied to any organisation or individual upon request and following the receipt of a statutory fee. Any elector can request that their details are not included on this version of the register.

Both versions of the electoral register only include an individual’s name and address and do not include any of the other information requested when applying.

**Where will my information be sent?**

As required by law, all information will be kept within the European Economic Area.

**What do we do with yo****ur information?**

The information that you have provided will be held by the Council and will only be accessed by authorised Council employees.

**Will your details be used for Council Marketing or Promotions?**

We may separately ask you for your permission to provide you with information about other Council services and, if you agree, how you would like to receive that information. You do not have to give your permission to receive these details, and it is not a condition of registering to vote that you agree.

**What about automated decision making?**

As part of your application to register to vote automated decisions will be made. Before we can add you to the Electoral Register, we are required to verify your identity. This is done by securely uploading your details to the Department for Works and Pensions who automatically verify your identity against their records.

**How long do we keep hold of your information?**

The Council will keep hold of your information that is included in the published electoral register permanently in both hard and electronic archives.

We are required by law to redact your National Insurance Number no later than 13 months after your application is determined. If you apply to register directly through the Council, this redaction is done automatically by our software system. If you apply through the central government website, the Council does not receive your National Insurance Number when it obtains your application following the identity check conducted by the Department for Works and Pensions.

**Can I withdraw my consent/ask for my data to be removed?**

You can ask at any time for your data to be removed by writing to the Data Protection Officer at the address below. Your data can also be ‘anonymised’. This means that your data will be turned into a form which does not identify you as an individual. It may not always be possible to remove or anonymise data (for example a current tenant’s data), but we will let you know should you request either of these.

**How can I access the information you hold about me?**

By making a Subject Access Request and going onto the Council’s website at https://www.nwleics.gov.uk/pages/how\_to\_make\_a\_subject\_access\_request or writing to the Data Protection Officer, North West Leicestershire District Council, Council Offices, Whitwick Road, Coalville, Leicestershire, LE67 3FJ. A fee of £10 is payable if a request is made before 25 May 2018.

**How can I contact the Data Protection Officer?**

Email: dpo@nwleicestershire.gov.uk

Telephone: 01530 454763

In writing: Data Protection Officer, North West Leicestershire District Council, Council Offices, Whitwick Road, Coalville, Leicestershire, LE67 3FJ.

**If I am unhappy with how my data is being handled what can I do?**

The first thing to do is to contact the Data Protection Officer on the details above to see if they can help to resolve your problem.

You also have the right to lodge a complaint with a supervisory authority. More information on this can be found on the Information Commissioner’s Office Website (https://ico.org.uk).