**North West Leicestershire District Council**

**Electoral Registration Officer / Returning Officer**

**Elections - Voting**

**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 The Returning Officer / Electoral Registration Officer – 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 vote by post or proxy we will collect your name, address, signature, date of birth and forwarding address for postal vote (if different to that where you are registered). If you are applying to vote by proxy we will also collect the name and address of your proxy and their relationship to yourself.

**Why do we collect this information?**

We collect this data as required by various pieces of legislation covering elections including the Representation of the People (England and Wales) Regulations 2001 (as amended) to enable you to vote by your chosen method in all elections that you are entitled to.

**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 has a formal contract with its printers who help the Council provide poll cards, postal voting packs and other electoral material when there is an election.

In law, political parties, candidates, agents and other permitted participants are entitled to receive your information before, during and after and election for electoral purposes only.

**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 your entitlement to vote that you agree.

**What about automated decision making?**

As part of your voting rights no automated decisions will be made.

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

The Council will keep hold your application to vote by post / proxy for as long as your application is valid. Any information applicable solely for a particular election will be held for 12 months from the date of that election in accordance with our legal obligations and in line with the statutory retention period.

**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).