**North West Leicestershire District Council – Returning Officer**

**Elections – Candidates and Agents**

**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 – 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 standing for election as a candidate and filling out your nomination paperwork we will collect your:-

* full name
* home address
* date of birth
* signature
* address of place of work if you are using that as one of your qualifications

If you are acting as a candidate’s appointed agent we will collect your:-

* name
* Signature
* home address
* office address
* telephone number(s)
* e-mail address

If you are the proposer, seconder or assentor to a nomination paper we will collect your:-

* name
* signature
* elector number

Where a candidate is standing on behalf of a political party a Certificate of Authorisation will need to be collected which will include the name and signature of the Nominating Officer.

Following an election the Returning Officer will collect a return of candidate’s election spending returns which will include candidates and agents name and signature, name and addresses of suppliers relating to goods and services provided to candidate and name and address of any person making a donation.

**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 Act 1983 (as amended) and the Local Government Act 1972 (as amended) in order to ensure that the Returning Officer can discharge their duty to administer the election in accordance with legislation and effectively whilst ensuring that the experience of voters and those standing for election is a positive one.

**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 ballot papers and any other electoral material as necessary.

If requested to do so, the Returning Officer must send copies of the completed candidate’s election spending returns to the Electoral Commission

**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 the election process that you agree.

**What about automated decision making?**

As part of the process for administering an election no automated decisions will be made.

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

As laid down in election legislation the Council will keep hold of your information for 12 months from the date of the relevant election (unless ordered by a court to retain for a longer period) with the exception of:-

* Candidate’s election spending returns which are kept for 2 years from date of receipt (Parish council election returns are to be retained for 12 months)
* Home Address Forms (Parliamentary election) – 21 calendar days after the return of the writ (unless an election petition is received whereby they must be retained until the conclusion of the petition proceedings)
* Home Address forms (Police & Crime Commissioner election) – 21 calendar days after the declaration of the elected candidate (unless an election petition is received whereby they must be retained until the conclusion of the petition proceedings)

**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).