

Fair Processing Notice – Electoral Services

1. Why do we collect and keep your personal information?

We have a legal duty to keep and process information about you in accordance with the law. We use information about electors and voters to enable us to provide our statutory services in relation to keeping the Electoral Register up to date, administering elections, boundary reviews and other related services.

We keep records about voters, candidates and their agents, staff employed at an election and people we need to pay. The information we collect enables us to carry out specific functions for which we are responsible and to provide you with a statutory service.

The Processing of your data is:

- Because the processing is necessary for contracts we have with individuals; or
- Because we have a legal obligation to do so; or
- Because it is necessary for the performance of these task to do so
- Special Categories of personal data will be processed for for reasons of substantial public interest and with a basis in UK law

If you do not give us the information we need when we ask for it, we will be unable to register you as a voter. As providing the information is a legal requirement, this may also result in a fine of up to £1,000.00.

2. How Information about you is used.

Voters - The information that you provide will be processed according to the General Data Protection Regulations 2018, the Electoral Registration and Administration Act 2013, the Representation of the Peoples Act 1983 and other legislation specific to certain types of elections and referendums.

The information that we collect from you, depending on your nationality, will be used to include your name on the Electoral Register so that you are able to vote at elections and referendums. The records we keep may include –

- your name, address, date of birth and nationality
 - scanned images of forms you have completed
 - details about your previous address, if you inform us you have moved
 - information about other occupants at your address
 - if you are over 76 or aged 16/17
 - whether you have chosen to opt out of the open (edited) register
- The Electoral Registration Officer keeps two registers – the electoral register and the open register (also known as the edited register). A full explanation of the types of register can be found on the Governments website - <https://www.gov.uk/electoral-register>.

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 here: <https://www.registertovote.service.gov.uk/register-to-vote/privacy>.

We may need to share some of your information with our software supplier Idox Ltd.

Your information will also be shared with our printers to print your electoral registration forms, poll cards and if you vote by post your postal vote ballot packs.

The Electoral Register is a public document which is open to public inspection in the Electoral Services Office. There are rules that apply to the inspection of this document and legal restrictions apply to how the information obtained can be used.

We share the Electoral Register with those who are, by law entitled to receive a copy. Below is a list of organisations and individuals entitled to receive the Electoral Register –

British Library
The National Library of Wales
UK Statistics Authority
Electoral Commission
Boundary Commission for Wales
Jury Central Summoning Bureau
Elected representatives
Police and Crime Commissioner
Candidates standing for election
Registered political parties
Pembrokeshire County Council
Community Councils
Credit reference agencies

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud and where the disclosure is in the vital interests of the person concerned.

The law states we must sell the edited register to anyone requesting it on payment of the prescribed fee. The fees payable can be found at pembrokeshire.gov.uk/fees-and-charges

Your data will be secure and confidential at all times and we will only collect the personal information we require to assess your entitlement to be added to the register of electors.

Candidates and agents at elections

We will collect and use the information as required by electoral law, and for the purposes of administering elections.

Certain documents will be made available for public inspection in accordance with the law.

The law requires us to publish certain information in relation to elections, this includes –
Statement of Persons Nominated, this will include candidates full names and address, unless they have requested the Returning Officer not to make their home address public, if it is appropriate to do so at the particular election. The names of those who have subscribed to the nomination paper are also published.
Notice of election agents, which will include the agent's name and office address.
Ballot papers will be printed with the candidates name and home address, unless they have requested the Returning Officer not to make their home address public, if it is appropriate to do so at the particular election.

We will retain your information for the period that we are required to do so by law. In most cases this will be for a period of one year after the election. Home address forms will be destroyed after a period of 21 days, unless an election petition is presented within the 21 calendar day period, they would then be kept until the conclusion of the petition proceedings. We will not retain your information for longer than it is necessary.

3. How do we obtain other information?

We use other data sources that are available to us to keep the Electoral Register as up to date as possible. These sources include –

Council Tax
Housing benefit
Housing
Register of household in multiple occupation
Registrar's records
Residential homes/Care homes and Nursing homes
Planning and building control
Street Naming and Numbering
Education
Tell us Once

4. How long do we keep hold of your information?

We will keep old copies of the Electoral Register for 15 years; this allows us to process applications from overseas voters.

We can only allow access to the current register.

Pembrokeshire Archives, the British Library and the National Library of Wales hold copies of old registers (over 10 years old) for research purposes.

We will retain the information provided to us for the appropriate time as stated in our retention policy. You can view our retention policy at [Elections and Voting](#) . We will securely dispose of your information once it is no longer required.

5. Access to my personal information?

You can find out if we hold any personal information by making a subject access request under the General Data Protection Act Regulations 2018. To make a request for any personal information we may hold you need to put your request in writing addressing it to:

Access to Records Team
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

6. Your Rights.

Under the General Data Protection Regulations 2018, you have rights as an individual which you can exercise in relation to the information we hold about you, not all rights will apply, it will depend on the legal basis for processing your data.

- The right to be **Informed** – Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR
- The right of **Access** – you are entitled to request access to and a copy of, information we hold about you
- The right to **Rectification** – you have the right to ask to have your information corrected.
- The right to **Erasure** – this is not an absolute right and will depend on the reason for processing your personal information
- The right to **Data Portability** – this only applies to data processing that is carried out by automated means
- The right to **Restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to

comply with your request but may be required to hold or process information to comply with our legal duties.

- The right to **Object** – this is not an absolute right and will depend on the reason for processing your personal information.

7. Complaints or Queries.

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

Email: dataprotection@pembrokeshire.gov.uk

Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Email case worker@ico.org.uk Telephone No: 0303 123 1113

8. Changes to this privacy notice.

We keep our privacy notice under regular review.