

Privacy Notice – Electoral Services (Excluding Anonymous Registration)

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected. The purpose of this privacy notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are Electoral Registration Officer, Bristol City Council, Electoral Services (5th Floor), B Bond Warehouse, Smeaton Road, Bristol BS1 6XN. electoral.services@bristol.gov.uk.

What data we need to collect and the legal basis for processing it:

To provide this service, we will process information about potential and actual voters, citizens, candidates and their agents, staff employed at an election and the people we need to pay. These records include:-

- Basic details about you, for example, name, address, date of birth and nationality
- Unique identifiers such as your NI number
- Contact details that you have provided to us
- Scanned application forms and dates of any letters of correspondence
- Notes about any relevant circumstances that you have told us
- Details and records about the service you have received
- Your previous or any redirected address
- The other occupants in your home
- If you are under 18 or alternatively are 76 or over
- Whether you have chosen to opt out of the Open version of the register
- Right to Work and employment details for those employed at an election
- Customers satisfaction survey results

We are collecting this data because we are required to by sections 9, 9A, 9D, 9E and 13D of the Representation of the People (England and Wales) Act 1983 and by regulation 23 of the Representation of the People (England and Wales) Regulations 2001.

When you register to vote online at gov.uk

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>.

How long we will keep your data for:

We will hold this information for up to 15 years. The period of time that we will hold this data for will depend on our legal obligations which set statutory retention periods such as 15 years for confirming the eligibility of persons making overseas registration applications. After this, your information will be deleted or archived.

Why we need to collect your data:

We will use this information for maintaining a list of potential and actual voters at elections; employing and paying staff at current and future elections; and maintaining lists of candidates and their agents at elections.

Who we share your data with and why:

Electoral Services is legally controlled regarding who it must share its data with and how they may use that data. We are legally required to share it with:-

- Contracted printers to print your poll cards, postal packs and other electoral material;
- Registered political parties (within the meaning of Section 160(1) PPERA), Recognised third party (within the meaning of section 85(5) PPERA) and Permitted participant (within the meaning of section 105(1) PPERA) for electoral purposes;
- Elected representatives (MP, Member of European Parliament, Bristol City Councillors, Mayor of Bristol, West of England Mayor, Police and Crime Commissioner), formal candidates and their agents at elections, The Lord Chancellor, Returning Officer for elections and other permitted participants who are able to use it for electoral purposes;
- Bristol City Council (Monitoring Officer), the Police, Security Services, GCHQ for crime prevention or the detection of fraud;
- Credit reference agencies for credit checking purposes;
- People and companies that purchase the Open version of the register (which you have the right to be removed from). The full version of the register cannot be sold and therefore you do not have the right to be removed from the full version.
- British Library, Office for National Statistics, Bristol Libraries and Archiving Services, the Electoral Commission, the Boundary Commission for England for statistical monitoring and electoral purposes;
- Those who are entitled in law to see whether you have voted (but not how you voted) such as political parties and candidates at the election;
- Bristol City Council (finance) for the payment of staff at elections;
- The European Economic Community Parliament who will receive information (name and address) on European citizens registered in the UK for voting purposes at EU Parliamentary elections only. This information is sent to a nominated organisation within the home country of the EU citizen by secure email.

Where we have received your data from a third party:

We receive online applications to register on the electoral roll from the Cabinet Office via the Individual Elector Registration (IER) Digital Service. All applications to register, whether by paper or online, are shared with the Department of Work and Pension, in order to verify the

identity of new applicants. The Cabinet Office will use the applications to inform the previous local authority of people who have moved area.

We receive basic details such as name, address, date of birth and nationality, from higher education establishments, care homes and Bristol Council's Housing Benefits and Council Tax departments in order to aid verifying the identity of new applicants and also to aid citizens to register on the electoral roll.

Your rights as a data subject:

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have not dealt with your information in a proper manner.

You can ask to see what information we hold about you and have access to it. You can do this by contacting:

Senior Data Protection Officer
Bristol City Council
ICT Commissioning and Information Governance
P O Box 3176
BRISTOL
BS3 9FS
Data.protection@bristol.gov.uk

Other questions about the data being processed may also be sent to the above address.

Fraud Prevention and Detection:

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection.

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