

## **Electoral Services Transparency Notice**

Electoral Services is the department of Wakefield Council which carries out the work of the Electoral Registration Officer ('the ERO') who is responsible for publishing and maintaining the Register of Electors and the Returning Officer ('the RO') who is responsible for the administration of elections and referendums in the Wakefield District.

The ERO and RO are both legally appointed and are data controllers who have to collect and use information about residents to carry out specific functions for which they are responsible by law.

To fulfil the responsibilities of the ERO and RO, Electoral Services keep records about potential and actual electors, voters, citizens, candidates and their agents, staff employed at an election and the people we need to pay. The records may be on paper or held electronically – in either case they will be stored securely.

These records may include:

- basic details about you – for example, your name and postal address
- your email address
- your telephone number
- your nationality
- your date of birth
- unique identifiers (such as your NI number)
- original paper application forms and scanned electronic copies of them
- copies of correspondence sent to or received from you (including emails)
- notes about any relevant circumstances that you have told us
- your previous address or any address you have asked us to use when we write to you
- a note of whether you are 76 or over
- a note of whether you are under 18
- whether you have chosen to opt out of the Edited version of the Register of Electors ('the Open Register')

We will, based on your nationality, include your name on the Register of Electors ('the register') so that you are able to vote in any election in which the law says you are entitled to vote

It is important that our records are accurate and up-to-date as they will help make sure that our staff are able to provide you with the help, advice or support you need.

### **What information is part of the register?**

The full register is published by law broken down into electoral areas called polling districts and shows only a list of addresses, the persons who are registered to vote at each address and the unique number given to each elector on the register.

The register does not include dates of birth, national insurance numbers or any other information which could identify you.

It is not possible for a member of the public to search the register by name, they are only allowed to search by address and only by using paper copies in the Wakefield District.

### **How long will we keep records for?**

The ERO and the RO need to process your personal data in order to prepare and maintain the register of electors and to prepare for and conduct elections. Your details will be kept and updated in accordance with the legal obligations placed on the ERO and the RO and in line with statutory retention periods and the periods in our retention schedule.

### **What information will we share, who will we share your information with and why will we share it?**

All information we receive and retain is gathered and stored for the purposes of meeting the obligations and performing the legal duties of the ERO and the RO. This includes:

- Information contained in an application to register to vote which is shared with the Department for Work and Pensions ('the DWP') to verify the identity of the person making an application to register – more details about this are given below
- Information contained on the register and information showing whether you vote by post or proxy with our software providers to compile and manage the register, and with our printers to allow them to print your poll cards, postal voting packs and other registration and election related material
- Information contained on the register; if you vote by post, the address to which your postal vote is to be sent; and if you vote by proxy, the name and address of your proxy – are all shared with (if requested by) political parties registered with the Electoral Commission, elected representatives, candidates, agents and other permitted participants in elections or referendums who by law are entitled to the information to use it for electoral purposes only
- Information contained on the register and a note of whether you appear on the Open Register with Credit Reference Agencies who can use it under the obligations placed on them by law
- Information contained on the register with the British Library, UK Statistics Authority, the Electoral Commission and other statutory recipients of the register who can use it only for the purposes set out by law
- Details of whether you have voted in a particular election (but not details of how you have voted) with political parties registered with the Electoral Commission, elected representatives, candidates, agents and other permitted participants who by law are entitled to the information to use it for electoral purposes only
- Information we have to share by law with a relevant organisation where the health and safety of others is at risk
- Information we have to share by law with the police or other relevant organisations when we must pass on information under either special circumstances, or for crime prevention or detection, or for the detection of fraud as part of the National Fraud Initiative

We are required by law to give information to appropriate authorities – for example:

- where a formal court order has been issued
- for the prevention or detection of a crime
- to the Jury Central Summoning Bureau indicating those persons who are aged 76 or over and are no longer eligible for jury service

### **Applications to register to vote**

When you apply to register to vote, 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>.

### **The Open Register**

Using information received from the public, registration officers keep two registers – the electoral register and the open register (also known as the edited register).

The electoral register lists the names and addresses of everyone who is registered to vote in public elections. The register is used for electoral purposes, such as making sure only eligible people can vote. It is also used for other limited purposes specified in law, such as detecting crime (e.g. fraud), calling people for jury service and checking credit applications.

The open register is an extract of the electoral register, but is not used for elections. It can be bought by any person, company or organisation. For example, it is used by businesses and charities to confirm name and address details.

Your name and address will be included in the open register unless you ask for them to be removed. Removing your details from the open register does not affect your right to vote.

If you are already registered to vote, your existing choice about whether or not to be on the open register will continue until you tell us that you wish to change your choice, or you change address.

You can opt out of the open register at any time by contacting Electoral Services. Our contact details are at the end of this notice.

### **Can I see my records?**

The Data Protection Act 2018 allows you to find out what information is held about you, on paper and in electronic records. This is known as 'right of subject access' and applies to your Electoral Services records along with all other personal records.

If you want to see a copy of your records you should contact the Data Protection Officer. You are entitled to receive a copy of your records free of charge, within a month.

In certain circumstances access to your records may be limited. For example, if the records you have asked for contain information relating to another person.

### **Do I have Other Rights?**

The Data Protection Act 2018 allows you other rights; for example, if there is an error in your records you have the right to make sure it is rectified or erased.

You have the right to be told if we have made a mistake whilst processing your data. We will also report any data breaches of the data protection regulations to the Information Commissioner.

### **More information on data protection**

If you would like to know more about how we use your information, please tell us.

Contact the Data Protection Officer:  
The City Solicitor  
Wakefield Council  
Bond Street  
Wakefield  
WF1 2QW

Telephone: 01924 305211  
Email: [dpo@wakefield.gov.uk](mailto:dpo@wakefield.gov.uk)

You can also complain to the Information Commissioner:

<https://ico.org.uk/>

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

**More information about registering to vote and elections**

For more information about the register, elections and voting, or to check to see if you are registered to vote please contact Electoral Services.

Email: [elections@wakefield.gov.uk](mailto:elections@wakefield.gov.uk)

Tel: 01924 305023

Website: [www.wakefield.gov.uk/elections](http://www.wakefield.gov.uk/elections)