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1. Elections privacy notice

This Privacy Notice provides information on how your personal data is collected, used, and protected.

The Electoral Registration Officer (ERO) and Returning Officer (RO) in the context of elections are data controllers who collect and use information about residents to enable us to carry out specific functions for which we are statutorily responsible in accordance with the requirements of the UK GDPR.

Please read this notice carefully to understand how your personal data will be processed.

2. What information do we collect?

We keep records about potential and actual electors, voters, citizens, candidates and their agents, staff employed at an election or by the ERO and the people we need to pay. These may be written down or kept on a computer.

We have a legal obligation to gather specific information to assess your eligibility for voting and to register you as a legitimate voter. This includes:

- your name, address, nationality and date of birth
- the other occupants in your home
- unique identifiers such as National Insurance number and signature (for checking postal votes)
- if you are over 76 years of age or under 18
- whether you have chosen to opt out of the open version of the register of electors.

Other information we collect as part of an application may include:

- your email address and/or telephone number
- Your previous or any redirected address
- scanned application forms and/or notes about any relevant circumstances that you may have told us about

In addition, if you work for the RO on election duties or for the ERO for registration duties these may also include:

- tax status
- next of kin / emergency contact details

- details of previous employment.
- If you are a candidate at an election, an appointed agent at an election or a campaigner we may also hold these details:
- political party affiliation
- campaign group affiliation.

3. Why do we collect this information?

We collect your personal information for the following purposes:

- to undertake our statutory obligation to ensure that all eligible persons in London Borough of Newham are registered to vote
- to enable all registered electors to participate as voters in elections/referendums
- to enable eligible persons to stand as candidates in elections in accordance with statutory requirements.

With regard to the above, we will specifically use personal information on the register of electors to:

- conduct an annual canvass of all households to establish all eligible persons who are entitled to be registered.
- produce poll cards and postal voting packs.

4. The legal basis for processing your data

We will process your personal data based on the lawful basis provided by Articles 6 and 9 of the UK GDPR.

The collection and retention of data from individuals and inspection of other council records is governed by legislation (including):

- Local Government Act 1972
- Representation of the People Act 1983
- Representation of the People (England and Wales) Regulation 2001
- Representation of the People (England and Wales) (Amendment) Regulation 2002
- European Parliamentary Elections Regulations 2004
- Electoral Administration Act 2006
- Local Elections (Principal Areas) Rules 2006
- Greater London Authority Election Rules 2007
- European Parliamentary Elections (Amendment) Regulations 2009
- The Local Elections (Principal Areas) (England and Wales) Amendment Rules 2011

- Greater London Authority Elections (Amendment) Rules 2012
- Neighbourhood Planning (Referendums) Regulations 2012
- The Electoral Registration and Administration Act 2013
- Electoral Registration (Disclosure of Electoral Registers) Regulations 2013
- Representation of the People (Annual Canvass) (Amendment) Regulations 2019
- Elections Act 2022
- The Voter Identification Regulations 2022

The law makes it compulsory to provide information to an ERO when requested. This is for the compilation and maintenance of an accurate electoral register. Records are kept for:

- potential electors who need to register to vote
- non-eligible citizens so we can stop inviting them to register
- electors who have registered to vote.

Returning Officers have statutory duties to collect and retain information from:

- candidates and their agents
- staff employed at an election
- voters.

This information may be kept in either digital format (ie data within a software system or as scanned copies of documents) or hard copy printed format or both.

5. Who might we share your information with?

We are required by law to provide copies of the full register of electors to certain organisations and individuals (such as political parties, agents, candidates and some government organisations like the Electoral Commission and the Office for National Statistics).

They may use it for their own reasons which are different to ours but they still have to look after the data contained in the register in the same way that we do.

To verify your identity, the data you provide will be processed by the Individual Electoral Registration Digital Service (IERDS) which is managed by the Cabinet Office. As part of this process, your data will be shared with the Department for Work and Pensions (DWP) and the Cabinet Office suppliers that are data processors for the IERDS. You can find more on the [government register to vote privacy](#) page.

If you have not opted out of being included on the open register, by law your information can be shared with anyone who requests it. They may use it for their own reasons which are different to ours. Find out more [about the difference between the full and open registers](#).

In accordance with law, the full register of electors has to be made available for public inspection. The full register of electors for London Borough of Newham is available to be viewed by any member of the public at Newham Dockside, 1000 Dockside Road, London E16 2QU. People who inspect the register must be supervised by a member of the Electoral Services team and are only allowed to take hand written notes. They are not allowed to take copies or photographs of the register.

Both the full and open registers are comprised of names and addresses. They do not contain any phone numbers or email addresses.

Other occasions when your information needs to be shared include:

- with our printers and software providers, to compile and manage the register, to provide online response services, to print poll cards, postal vote packs and other electoral registration and elections materials
- with credit reference agencies, the British Library and other statutory recipients of the register of electors
- details of whether you have voted (but not how you have voted) with those who are entitled in law to receive it after an election
- where the health and safety of others is at risk
- when the law requires us to pass on information under special circumstances, crime prevention or the detection of fraud as part of the National Fraud Initiative.

Our current software providers are Civica UK Limited Castlegate House Castlegate Drive Dudley DY1 4TD, and they also provide our online response service for the annual household canvass. Our current print providers are Financial Data Management PLC, 7 Electra Business Park, 160 Bidder Street, London, E16 4ES.

We are required by law to report certain 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.

6. How long do we retain your information?

The ERO & RO need to process your personal data in order to prepare for and conduct elections. Your details will be kept and updated in accordance with our legal obligations and

in line with statutory retention periods in our retention schedule. For a copy of our retention policy please [contact us](#) directly.

7. Candidates standing for election

We are required by law (Principal Area Rules 2006) to retain candidate nomination papers for candidates standing in elections for no longer than 12 months after the election, following which the documents are securely destroyed.

Home address forms provided by candidates standing in General Elections are retained for a period of 21 days after the return of the legal writ, following which they are securely disposed of. However, if an election petition relating to the election is presented within the 21 calendar days, the home address forms must be kept securely until the conclusion of the petition proceedings (including any appeal from such proceedings). They must then be securely destroyed on the next working day following the conclusion of the proceedings or appeal.

We are required by law to retain candidate election expenses documents for a period of no more than 2 years from the date on which the expenses are received. At the end of the two year period, the respective candidate can request the return of the expenses documents. Otherwise the expenses documents will be securely disposed of.

8. 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 digital computer records. This is known as 'right of subject access' and applies to your Electoral Services records along with all other personal records.

You have the right to access any personal information that the Council processes about you. [Find out how to access your personal information.](#)

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.

9. Do I have other rights?

You have other rights under data protection legislation including:

- The right to have inaccurate data corrected (right to rectification)

- The right to be forgotten
- The right to limit what we use your personal data for
- The right to move your personal data to another provider (data portability)
- The right to be informed
- The right to object
- Rights in relation to automated decision making and profiling

[Find out full details about your rights](#)

If you wish to complain about how the ERO/RO is processing your personal information, please contact:

Email: GDPR-dataprotection@onesource.co.uk

You also have the right to complain to the Information Commissioner's Office, at:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Phone: 03031 231 113 or 01625 545 745

Website: www.ico.org.uk

Email: Casework@ico.org.uk

10. Further information

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

- Data Controller: Colin Ansell (Electoral Registration Officer and Returning Officer)
- elections@newham.gov.uk
- 020 8430 2000
- Electoral Services, Newham Dockside, 1000 Dockside Road, London E16 2QU