

RETURNING OFFICER

PRIVACY POLICY DOCUMENT

Brentwood Borough Council is committed to protecting your privacy when you use our services. We are the data controller, this means we control how your personal information is processed and for what purposes.

The Privacy Notice below explains how we use information about you and how we protect your privacy.

We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at Brentwood Borough Council or call 01277 312500.

1. What is personal information?

Personal information can be any information which relates to a living individual who can be identified from it. This can include information that when put together with other information can then identify a person.

The standard information that we process in accordance with administering an election is:

- Your full name
- Date of Birth
- Address

2. Why do we need your personal information?

The Returning Officer has a statutory duty to produce election stationery in the run up to, and during the election timetable.

The documentation that we produce includes poll cards, postal voting packs, electoral registers and other election lists.

3. How the law allows us to use your personal information

We will only use the information you give us for electoral/election purposes. We will look after personal information securely and will follow the data protection legislation.

We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have to by law.

The lawful basis to use information in relation administering an election is for the performance of a task carried out in the public interest and exercise of official authority, as vested in the Returning Officer as set out in the Representation of the People Act 1983 and associated regulations.

4. Who might we share your information with?

The Returning Officer does not share data. At the end of the election, he has a duty to dispatch election material back to the Electoral Registration Officer.

5. Telling you about events and services

We may offer you opportunities to hear about events and services provided by the Council and our partners. When we do we will ask for your consent to do so and offer you a clear opportunity to opt out at any time.

6. Is any of our information about you incorrect?

You can ask to change information you think is inaccurate, you should let us know if you disagree with something we have on record about you.

We may not always be able to change or remove that information but we'll correct factual inaccuracies and may include your comments in the record to show that you disagree with it.

Please let us know if your mobile phone, email address or other contact information changes so that we can keep this information up to date.

How long do we keep your personal information?

Election specific information is destroyed 12 months after the date of the election. Candidates spending information is destroyed 24 months after the deadline for returning spending returns has past.

These destruction periods are in line with electoral legislation.

Keeping your information secure

We make every effort to keep your information safe:

- We take appropriate care to secure the information we hold about you.

- We have robust technical security such as passwords and information encryption.
- We have policies and procedures to make sure your information is only available to our employees who need to see it to do their job, and we train these employees appropriately.
- We establish robust procedures and contracts to extend these protections to any other person or organisation we made need to give your information to.

Transfer of information abroad

The majority of the personal information we store is held on systems in the UK. But there are some occasions where your information may leave the UK either in order to get to another organisation or if it is stored in a system outside of the EU.

We will have additional protections on your information if it leaves the UK ranging from secure ways of transferring information to ensuring we have a robust contract in place with that third party.

We will take all practical steps to make sure your personal information is not sent to a country that is not seen as 'safe' either by the UK or EU Governments.

Who can you contact about data protection and your rights?

In the Council you can contact the Data Protection officer on 01277 312500

For independent advice about data protection, privacy and data sharing issues or to lodge a complaint about how we have handled your information you can contact the Information Commissioner's Office (ICO) at:

You can visit ico.org.uk or email casework@ico.org.uk

Alternatively you can write or telephone:

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.

For information on data subject rights for individuals and other information, please go to www.brentwood.gov.uk for the full Privacy Notice