

2: REGISTERING TO VOTE & THE ANNUAL CANVASS OF PROPERTIES TO CONFIRM EXISTING REGISTRATION

- 2.1 Your personal data will be held by the Electoral Registration Officer, Civic Offices, Harlington Way, FLEET, GU51 4AE. ICO registration number: Z6770403.
- 2.2 We may keep the following information about electors and potential electors. Not all of the information we keep is used in the electoral register. The information record we may hold is as follows:
- i. Basic details about you, for example, name address, date of birth and nationality.
 - ii. Unique identifiers (such as your NI number)
 - iii. Scanned application forms, personal documents provided to us by you as evidence and dates of relevant correspondence
 - iv. Notes about relevant circumstances that you have told us.
 - v. Details and records about the service you have received.
 - vi. Your previous and any redirected addresses
 - vii. The other occupants in your home
 - viii. If you are aged over 76 or if you are 16 or 17.
 - ix. Whether you have chosen to opt out of the Open Register
 - x. Your email address and telephone number for use by the Electoral Registration Officer only.
- 2.3 The lawful basis for holding this information is the performance of a public task, in the public interest as provided by electoral law.
- 2.4 The law in question is Regulation 26 of the Representation of the People Regulations 2001 and section 9 of the 1983 Representation of the People Act 1983.
- 2.5 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>
- 2.6 Your address, name and elector number only will be passed to SciPrint Ltd 12 Easter Inch Road Easter Inch Industrial Estate, Bathgate, EH48 2FH to print and post your poll cards and produce electoral correspondence when you write to us or when we update the register. They will destroy your data after 30 days and not use it for any other purpose. If the contractor that provides this service changes then this privacy notice will be updated.
- 2.6 Your address, name and elector number will be passed to Civica Electoral Services, Southbank Central (8th Floor), 30 Stamford Street, London, SE1 9LQ to provide the online, text and telephone confirmation service for the annual

republication of the register. They will destroy your data after an agreed period and not use it for any other purpose. If the contractor that provides this service changes then this privacy notice will be updated.

- 2.7 Your personal details will be passed UK credit reference agencies on request. This is because the 2001 Representation of the People Regulations says we must do this:
- 2.8 If you choose to remain on the Open Register your personal details will also be transferred to the marketing sections of the main credit agencies and any other organisation or individual who requests access to the Open Register and pays the Electoral Registration Officer the statutory fee.
- 2.9 You can ask us to stop processing your personal data in this way by opting out of the open register when you first register to vote or at any time after that by contacting us.
- 2.10 You can object to us processing your information that we hold that is not needed for the electoral register such as your telephone number or email address. We only hold this information so that we can contact you about your registration, it is not used for other purposes. If you wish to object you should contact us. We hold this information for as long as you remain registered in Hart.
- 2.11 You cannot object to us processing your data for registration purposes. We hold the information on the Electoral Register for ever. Your right to be forgotten does not apply to the Electoral Register.
- 2.12 We will not undertake any data profiling or automated decision making or transfer your data outside of the EEA.
- 2.13 We are required by the above laws to report certain information from the electoral register to appropriate authorities that are not connected with Electoral Registration. These circumstances are:
 - 2.13.1. Where a Court has made an order requiring that we hand over information
 - 2.13.2. To law enforcement agencies for the prevention and detection of crime
 - 2.13.3. To the Jury Central Summoning Bureau indication those persons eligible for Jury service.

Version History

V1.0 Final draft version 21/05/2018

V1.1 published 25/05/2018 includes amendments to IERDS data transfer disclosure at 2.5 following new guidance from the EC dated 16/05/2018

V1.2 published 14/02/2019 to reflect updated details of Credit Reference agencies and distribution of the register during 2018

V1.3 published 1/8/2019 to reflect that data is also held for the annual canvass and that for the period 1/8/2019 to 1/3/2020 data collected for the canvass will be used for canvass reform testing as mandated by HM Government

V1.4 published 22/08/2022 to update supplier details