

# **Electoral Services - Privacy Notice**

## **London Borough of Harrow**

### **Name and Contact Details of Data Controller**

Harrow Council appoints an Electoral Registration Officer and Returning Officer who is the data controller for the personal information collected. The Electoral Registration Officer/Returning Officer is a separate data controller to the Council.

### **Our Contact Details:**

Electoral & Registration Services  
Harrow Council  
Civic Centre  
Station Road  
Harrow  
HA1 2XQ

Our Data Protection Officer (DPO) is Marsha White, the contact email for the DPO is [dpo@harrow.gov.uk](mailto:dpo@harrow.gov.uk)

### **Purpose and Lawful Basis for the Personal Data that we Collect and Process**

The Electoral Registration Officer collects personal data so that we can determine if you are eligible to vote. Electoral Services are responsible for producing the electoral register which is the list of all Harrow residents who are eligible to vote in elections in Harrow. We share the data with various agencies, political parties and other bodies.

This legal duty is in accordance with:

Local Government Act 1972
Representation of the People Act 1983
Electoral Administration Act 2006
Electoral Administration Act 2013
Representation of the People (England and Wales) Regulations 2001
Representation of the People (England and Wales) (Amendment) Regulations 2002

and 2006
Representation of the People (England and Wales) (Amendment) (No 2) 2006
European Parliamentary Elections Regulations 2004
European Parliamentary Elections (Amendment) Regulations 2009
Local Elections (Principal Areas) Rules 2006
Local Authorities (Mayoral Elections) (England and Wales) Regulations 2007
Greater London Authority Elections Rules 2007
The Local Authorities (Mayoral Elections) (England and Wales) (Amendment) Regulations 2011
The Local Elections (Principal Areas) (England and Wales) (Amendment) Rules 2011
Greater London Authority Elections (Amendment) Rules 2012

### **The Personal Data that we collect includes:**

- Names;
- Addresses;
- Personal identifiers such as National Insurance Numbers, date of birth, and nationality; National insurance number is deleted as soon as your application is determined.
- Email addresses;
- Telephone Numbers;
- Scanned application forms and letters of correspondence;
- Evidence of identity and right to vote such as copies of your passport, marriage certificate or driving licence

### **Lawful Basis of Processing for Special Categories of Data**

The Electoral Registration Officer will also collect nationality data from you to determine which election you are entitled to vote in.

The data you provide will be shared with the Individual Electoral Registration Digital Service. As part of this process your data will be checked against other government records. You can find more information about this [Here](#)

### **Other Data that we collect**

We also collect data on election staff so that we can employ them to conduct electoral duties. Political parties and candidates are required to provide information when they wish to stand for election. Electoral Law determines the purposes and lawful bases for the data that we collect and how long we retain it.

## **Recipients of the Personal Data**

The data that you provide enables us to keep two registers – the Full Register and the Open Register.

### **The Full Register:**

This is published once a year and updated monthly and can only be provided to the following:

- Local and National Political Parties and Registered Campaigners;
- Elected Representatives; (MPs MEPs, Local Councillors)
- Credit Reference Agencies;
- Electoral Commission;
- Boundary Commission for England;
- UK Statistics Authority;
- The British Library;
- Her Majesty's Courts and Tribunal Service;
- Police Forces;
- Jury Central Summoning Bureau;
- Candidates standing for elections;
- The Council;
- Public Library or local authority archive services
- Government Departments or bodies
- National Fraud Initiative
- Partner Electoral Registration and Returning Officers

The Full register is a list of all registered electors. The register is used for electoral purposes, for the purposes of research, security, law enforcement and the prevention and detection of crime. Anyone can inspect the Full Register under supervision. They can take extracts from the register, but only by hand written notes. Information taken must not be used for direct marketing purposes, in accordance with data protection legislation, unless it has been published in the Open Register. Anyone who fails to observe these conditions is committing a criminal offence and may be charged a penalty of up to £5,000.

### **The Open Register**

The Open Register is an extract of the Full Register, but is not used for elections or referendums. It is possible to opt-out of the Open Register. It can be sold to any

person, organisation or company for a wide range of purposes. It is used by businesses and charities for checking names and address details; users of the register include direct marketing firms and also online directory firms. You can choose whether or not your data is included on the Open Register. However your data will be included unless you ask for them to be removed. Removing your data will have no impact on your ability to vote at elections.

We also share your data with our software providers and specialist contracted printers to facilitate the carrying out of our electoral registration and elections duties. Therefore they will also store and process your data, but only on our instructions. They will not use it for any other reasons and they will keep it securely.

### **Internal Sharing of Data**

For the purposes of accurate canvassing, we receive and share your data with other departments within the London Borough of Harrow. Examples of these departments include:

- Council Tax Support and Housing Benefit
- Customer Services
- Housing
- Parking Enforcement

These services have a privacy notice detailing the legal basis on which they process the data, further information can be found at <https://www.harrow.gov.uk/privacy>

### **Retention Periods for the Data**

All data collected is used for electoral purposes and is kept in accordance with statutory retention periods. Once this period has passed, we confidentially dispose of the data.

The Electoral Registration Officer and Returning Officer are required to keep a record of your data in order to comply with the Representation of the People Act 1983 and the Electoral Registration and Administration Act 2013, Representation of the People Regulations 2001 and the Electoral Registration (Disclosure of Electoral Registers) Regulations 2013.

## **Your Rights**

You have the right to object to the processing of your data. However, you cannot exercise this right where the collection of your data or the reasons for the processing is a legal requirement under electoral law.

You are entitled to request a copy of your data that we hold. Additionally if any information that we hold for you is incorrect or incomplete, you have the right to have the inaccuracy corrected and incomplete data completed correctly.

You have the right to request the deletion of your data in certain circumstances ('right to be forgotten'). You have the right to request that we stop, or restrict the processing of your data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to hold or process your data to comply with a legal requirement.

## **Right to Complain to the ICO**

If you are dissatisfied with how the Electoral Registration and Returning Officer has used your data you have the right to complain to the Information Commissioner at [casework@ico.org.uk](mailto:casework@ico.org.uk)