

Merthyr Tydfil County Borough Council

Privacy Notice

ELECTORAL SERVICES

This notice has been written in accordance with the General Data Protection Regulations and relevant legislation.

Information Governance Team

Lisa Richards - Data Protection Officer

Sam Bishop - Data Disclosure and Records Officer

Maria Litchfield - Data Disclosure and Records Officer

Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN

Data.Protection@merthyr.gov.uk



Cyngor Bwrdeistref Sirol
MERTHYR TYDFIL
MERTHYR TYDFIL
County Borough Council

Date Created: 25 May 2019
Responsible Department: Democratic Services
Responsible Manager: Ann Taylor
Address: MTCBC, Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN

This privacy notice provides information on how the Electoral Registration Officer and Returning Officer collect and process your personal data when registering your right to vote and administering elections.

1. IDENTITY AND CONTACT DETAILS OF THE DATA CONTROLLER

The Electoral Registration Officer / Returning Officer is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Legislation included in the GDPR. The Council is made up of different departments, details of which can be found on our website. When we mention the Department, we are referring to the Democratic and Member Services Department, responsible for processing your data which will be clear to you when you access this service.

Merthyr Tydfil County Borough Council has appointed a Data Protection Officer who can be contacted using the following details:

Mrs. Lisa Richards (Data Protection Officer)

| | | |
|----------|---------------------------------------|---------------------------------------|
| Address: | Information Governance Team | Email: data.protection@merthyr.gov.uk |
| | Merthyr Tydfil County Borough Council | Tel: 01685 725000 |
| | Civic Centre | Fax: 01685 725060 |
| | Castle Street | |
| | Merthyr Tydfil | |
| | CF47 8AN | |

2. WHAT INFORMATION DO WE HOLD ABOUT YOU

The Department will collect, store and use personal information about anyone aged 16 or over and election candidates and their agents, from which you can be identified including:

- Name
- Address

- Date of Birth
- Nationality
- National Insurance Number
- Email Address
- Telephone Number
- Signature (for absent voters)
- Political persuasion (Candidates and Agents)

3. HOW IS YOUR PERSONAL INFORMATION COLLECTED

The Council may collect this information in a variety of ways:

- Application Forms
 - Invitations to register
 - Household enquiry forms
 - Absent vote application forms
- Computer based applications
- All applications received via the Idox system
- By telephone call
- By email
- By letter
- By personal visit to the Civic Centre
- By personal visit to your home address during the Annual Canvass period
- From Council records in accordance with Section 9A of the Representation of the People Act 1983 which allows access to Council records in order to help maintain the register of electors

4. HOW WE USE YOUR PERSONAL DATA

We will only use your personal information when the law allows us to. We will use your personal information in accordance with Section 9 of the Representation of the People Act 1983 which requires the Electoral Registration Officer to maintain a register of electors whilst Section 10 requires the Electoral Registration Officer to carry out an annual canvass of properties.

Under the Representation of the People Regulations 2001 your data may be shared with:

- Merthyr Tydfil County Borough Council is entitled to the electoral register (Reg.107) and is shared regularly with Revenues and Benefits and Internal Audit
- Councillors are entitled to the register for their electoral division (Reg.103)
- MPs are entitled to the register for their constituency (Reg.103)
- Assembly Members are entitled to the register for their constituency or region (Reg.103)
- Election candidates are entitled to the register for the seat they are contesting (Reg.108)
- Local political constituency offices are entitled to the register for the area covering their constituency (Reg.105)
- Bedlinog Community Council are entitled to the register for the Bedlinog Ward (Reg.107)
- A registered political party or recognised third party (and permitted participants at referenda) are entitled to a full register (Reg.109)
- The Police are entitled to a full register (Reg.109)
- The National Library of Wales are entitled to a full register (Reg.97)
- The Electoral Commission is entitled to a full register (Reg.100)

- The Boundary Commission for Wales is entitled to a full register (Reg.101)
- The Returning Officer for the Merthyr Tydfil and Rhymney Constituency is entitled to a full register (Reg.98)
- Credit Reference Agencies are entitled to a full register for the purpose of performing credit checks on payment of the statutory fee (Regs. 113 & 114)
- Government departments are entitled to purchase the full register (Regs. 113 & 114)
- The edited register must be sold to any person who requests a copy (Reg.110)

5. DATA RETENTION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. **We will keep your information in line with statutory requirements and Merthyr Tydfil County Borough Council's local authority retention policy and the.**

- Electoral Registers – 15 years in order to check entitlement to register of overseas electors
- Electoral Register Disclaimer forms – 1 year
- Absent Vote Identifiers – 5 years then refreshed or deleted
- Registration Forms and evidence as to age and nationality – 1 year (the lifetime of that register)
- Election documents – 1 year
- Candidate's home address forms at a Parliamentary election – destroyed on 21st day after the member has been returned
- Candidate's election expenses – 2 years (except European and Community Candidate expenses that are stored for 1 year)

6. YOUR LEGAL RIGHTS

Under certain circumstances, by law you have the right to:

- Access and obtain a copy of your data on request
- Require the Electoral Registration Officer to change incorrect or incomplete data
- Under certain circumstances you can require the Electoral Registration Officer to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- To know the period of time that the data will be stored for
- The right to data portability
- The right to withdraw your consent at any time
- The right to lodge a complaint with a supervisory authority (Information Commissioners Office)
- The consequences of if you fail to provide data to the Electoral Registration Officer
- The existence of and automated decision-making, including profiling and the consequences of this for you

If you would like to exercise any of these rights, please contact the responsible manager detailed at the top of this notice in writing.

7. DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition,

we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

Your data may also be shared with:

- The Courts Service is entitled to receive the register in order to summon residents for Jury Service (Juries Act)
- Personal information may be provided if the Electoral Registration Officer is satisfied that the rules for the purpose of the prevention and detection of crime, or the apprehension or prosecution of offenders have been met.
- 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.

8. MAKING A COMPLAINT

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Protection Officer using the contact details provided at the top of this privacy notice. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues:

Information Commissioner's Office (Wales)
2nd Floor
Churchill House
Churchill Way
Cardiff
CF10 2HH

Tel: 029 2067 8400
Fax: 029 2067 8399
Email: casework@ico.org.uk

9. CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will ensure that the new privacy notice is made available to you when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.