

ELECTORAL SERVICES PRIVACY POLICY

At Merthyr Tydfil County Borough Council we take your privacy seriously and will only keep and use your personal information for reasons that the law requires or allows. Merthyr Tydfil County Borough Council is the data controller for the personal information we hold about you in relation to the Electoral Register. In order to comply with data protection legislation we want to be sure you understand how this information may be used.

The purposes for which your data will be used are:

1. Ensuring that all potential and eligible electors are on the electoral register.
2. Ensuring that you are entitled to vote, as appropriate, at local and national elections and referenda.
3. Electoral purposes.
4. Calling people for jury service.
5. Prevention and detection of crime, including fraud.
6. Checking credit applications.

We are able to do this because legislation says we must do it; it is in the public interest to do so; and the processing is necessary for compliance with legal obligations. There are very many different statutes covering the administration of electoral services. The main rules are contained in:

- Representation of the People Act, 1983; 1985 and 2000
- Political Parties, Elections and Referendum Act, 2000
- Local Government Act, 2000
- Representation of the People Regulations, 2001
- Electoral Administration Act, 2006
- Electoral Registration and Administration Act, 2013
- Various elections laws
- Neighbourhood Planning Referendum Rules, 2012

This list is not intended to be exhaustive.

In respect of elections, we may also keep records about candidates and their agents, and temporary employees employed in order to satisfy statutory criteria relating to the administration of elections.

We may share electors' information with:

- Contracted printers to print poll cards; postal ballot packs and other electoral material.
- Political parties, candidates at elections and holders of elected office to use the register for electoral purposes.
- The Council and the [British Library](#) hold copies that anyone may look at under supervision. Copies are also held by the [Electoral Commission](#), the [Boundary Commission for Wales](#) (which set constituency boundaries for most elections) and the [Office for National Statistics](#).
- The Council can use the register for duties relating to security, enforcing the law and preventing crime. The Police and the security services can also use it for law enforcement.
- [HM Courts and Tribunals Service](#) uses the electoral register when calling people for jury service.
- Government departments may buy the register from local Registration Officers and use it to help prevent and detect crime. They can also use it to safeguard national security by checking the background of job applicants and employees.
- Credit reference agencies are entitled to buy the register to help them check the names and addresses of people applying for credit. They also use it to carry out identity checks when trying to prevent and detect money laundering.

It is a criminal offence for anyone being supplied with a copy of the register to use it for anything other than the purpose stated.

Otherwise, we will only share your data if you ask us to, or if the law requires or allows us to.

We only keep this data for the time specified in our retention schedule or as required by law.

Your personal data is processed (including storage) within the European Economic Area only.

Partner organisations

To verify your identity, the data you provide will be processed by the Individual Electoral Registration Digital Service (IERDS) managed by the Cabinet Office. As part of this process your data will be shared with the Department of

Work and Pensions (DWP) and the Cabinet Office suppliers that are data processors for the IERDS. You can find more information about this at: <https://www.registertovote.service.gov.uk/register-to-vote/privacy>

- The DWP use data provided to verify the identity of new applicants.
- The IERDS will inform the old local authority of people who have moved area.
- Information will be processed within the European Economic Area (EEA) and will not be shared with overseas recipients.

If your details are in the Open version of the Electoral Register, your name and address can be sold to third parties who may use it for any purpose.

You can opt out of this version at any time and are given the opportunity annually as part of the Canvass of all households.

Data access

Data protection legislation provides you with certain rights of access to the information that is held about you on paper and computer records. This is known as the 'subject access right'. However, not all of these rights will be available to you in all situations, particularly where we process your information as part of one of our statutory duties. Where we are under a legal duty to use data for a particular purpose you will not have the right to prevent it being used in that way.

If you wish to contact us in relation to any of your information rights, please contact the Information Governance Team at data.protection@merthyr.gov.uk or Data Protection Team, Merthyr Tydfil County Borough Council, Civic Centre, Castle Street, CF47 8AN

If you wish to complain about how your personal information has been handled by Merthyr Tydfil County Borough Council then please contact the Data Protection Team in the first instance using the details above. If you are not satisfied you can submit a formal complaint to the Council via <https://www.merthyr.gov.uk/do-it-online/say-it/make-a-complaint/>

Finally you can complain to the Information Commissioner's Office at: The Information Commissioner's Office, 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH. Tel: 029 2067 8400 or you can visit their website at ico.org.uk.

You can also find additional details in relation to our data protection policies by visiting <https://www.merthyr.gov.uk/council/data-protection-and-freedom-of-information/data-protection-policies/>

For any general enquiries you can contact the council by phone on 01685 725000, via email <mailto:customer.care@merthyr.gov.uk> or by writing to us at Merthyr Tydfil County Borough Council, Castle Street, Merthyr Tydfil, CF47 8AN.