

Privacy notices - the right to be informed | Electoral Commission

Data protection guidance for Electoral Registration Officers and Returning Officers

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Registration Officers and Returning Officers - Data protection Privacy notices - the

right to be informed Data subjects must be provided with sufficient information to

enable them to understand how their personal data is used. This is achieved via a

privacy notice which is sometimes called a fair processing notice. You will need to

ensure you have a privacy notice published on your website. This can be a standalone

privacy notice or can be included as part of your council's privacy notice. The

information in a privacy notice must be provided in clear plain language,

particularly when addressed to a child, and be provided free of charge. It is

important that your privacy notice is specific to your local circumstances and the

personal data that you process. It must be kept up to date to meet any changes in

your approach to processing data. Your council's data protection/information officer

will be able to help you with the contents of the required notices. Due to the

differences across ERO and RO functions due to devolution, shared services,

differences in EMS suppliers and internal structures and processes within each

council it is not appropriate for the Commission to provide a template privacy

notice. In particular, your privacy notice needs to set out how you will use the

personal data that is collected. The following bullet points are not an exhaustive

list, but give an indication of the sort of things that could be covered in your

privacy notice: the fact that personal data contained in the electoral register will

be used to conduct an annual canvass, including issuing canvass communications to all

households and following up with non-responding properties how information in the

electoral register may be used using the prescribed wording to describe the electoral

register and the open or edited register (as included on the voter registration form)

the fact that personal data contained in the electoral register and absent voting

lists will be used to issue poll cards in advance of an election that a postal

voter's signature (where required) and date of birth provided on a postal voting

statement will be compared against that postal voter's signature and date of birth

held on the personal identifiers record You must be clear for what purpose you

collect, hold and use people's data – and ensure that you are not using it for other

unrelated purposes. You should periodically review your privacy notices with your

council's data protection officer/information officer to ensure they remain compliant

with the current data protection legislation. You should ensure your privacy notice

is clearly visible on your website and is referenced when communicating with electors

and others. We have produced a checklist for what a privacy notice must contain:

Checklist for Privacy Notice (DOC) Last updated: 22 February 2023 Book traversal

links for Privacy notices - the right to be informed Requirements of a Data

Protection Impact Assessment (DPIA) Notifying data subjects about how their personal

data is used