

(Name of election)

Access, supply and inspection Checklist

This checklist is designed to assist with access, supply and inspection activities. Further information is available in the Access and supply of the electoral register sections in our Running electoral registration guidance for [England](#), for [Scotland](#) and for [Wales](#). The Commission has also produced guidance on the retention and inspection of election documents which can be found under the Part F resources of each [election type](#). You should ensure you have processes in place to retrieve data and securely destroy it at the appropriate time in accordance electoral law and with your document retention policy, which should include the data protection principles

Situation		Tick (√)	Comments
Request for the documents not open to inspection			
A request is received for inspection of the: <ul style="list-style-type: none">• Ballot papers• Completed corresponding number lists• Certificates of employment on the day			
Is the request a court order from the High Court, a county court or, in Scotland, the Court of Session or the Sheriff?			
Yes	No		
Allow inspection in accordance with court order	Refuse inspection. Inform requester that they will need a court order		
Request for documents open to inspection			
A request is received for inspection of the: <ul style="list-style-type: none">• marked register of electors• marked postal voters list• marked list of proxies• marked proxy postal voters list• any other document relating to the election (except the ballot papers, completed corresponding number lists and certificates of employment on duty on polling day)			
Request is in writing and specifies: <ul style="list-style-type: none">• who will be inspecting the documents• the purpose for which the information will be used• the date on which they wish to inspect the documents• whether they would prefer to inspect the documents in printed or electronic data format			
Request to inspect marked register or lists only: <ul style="list-style-type: none">• application states the purpose for which the information will be used• why the inspection of a copy of the full register or unmarked list(s) would not be sufficient to achieve that purpose			
Request to inspect marked register or lists only: Consider the reason given. <ul style="list-style-type: none">• If you decide that the purposes for which the applicant wishes to use the information may be achieved by inspecting a copy of the full register you must advise the applicant of your decision and inform them where the full register is available for inspection under supervision. Do not supply the marked register or list.			

<ul style="list-style-type: none"> If you decide that they may inspect the marked register or list move to the next box. 		
Make the documents available within 10 days of the receipt of the request		
<p>Ensure that:</p> <ul style="list-style-type: none"> Only handwritten notes of the marked register of electors and the marked absent voters lists are made; laptop computers and other recording equipment are not used. No copies of the other election documentation open to inspection are made in any form. People inspecting are reminded that any information obtained through the inspection of the election documentation may only be used for: <ul style="list-style-type: none"> research purposes within the meaning of Article 89 of the GDPR (archiving in the public interest, scientific or historical research and statistics) electoral purposes any purpose in connection with the election 		
Copies of the marked register of electors and absent voters lists		
<p>Request to receive a copy of:</p> <ul style="list-style-type: none"> marked register of electors marked postal voters list marked list of proxies marked proxy postal voters list 		
<p>Application has come from an allowed person/body:</p> <ul style="list-style-type: none"> the Electoral Commission elected representatives for electoral purposes local constituency parties registered political parties candidates police forces and other security agencies government departments and other bodies 		
<p>Request is in writing and specifies:</p> <ul style="list-style-type: none"> which marked register or list(s) (or relevant part) is required whether a printed or electronic data copy of the marked register or list(s) is required the purpose for which the marked register or list(s) will be used and why the supply or purchase of a copy of the full register or unmarked list(s) would not be sufficient to achieve that purpose 		
<p>Consider the reason given.</p> <p>If you are not satisfied that the requestor needs to see the marks on the marked register or list(s) for the purpose for which it is requested, you may treat the request as one for information in unmarked lists or for a copy of the full register, or both.</p>		
<p>Calculate the fee to be paid.</p> <p>A single administration fee of £10 plus £1 per 1,000 entries or part of 1,000 entries for electronic data copies and £2 per 1,000 entries or part of 1,000 entries for printed copies.</p> <p>However, there is no fee required for supply to the Security Service, the Government Communications Headquarters, the Secret Intelligence Service and to a police force.</p>		

Wait until payment is received. For cheque payments, wait until cheque has cleared.		
<p>Ensure that persons supplied are informed that the data may only be used for:</p> <ul style="list-style-type: none"> research purposes within the meaning of Article 89 of the GDPR (archiving in the public interest, scientific or historical research and statistics) electoral purposes purposes that are applicable under the regulation entitling the individual or body to the use of the full register of electors 		
Copies of other election documents		
<p>Request is for any election documentation open to public inspection, and any other document relating to the election, excluding:</p> <ul style="list-style-type: none"> ballot papers completed corresponding number lists certificates as to employment on duty on polling day 		
<p>At application has come from:</p> <ul style="list-style-type: none"> any police force in Great Britain the Police Service of Northern Ireland or the Police Service of Northern Ireland (Reserve) any body of constables established under an Act of Parliament the Security Service the Government Communications Headquarters the Secret Intelligence Service 		
<p>Supply a copy of the documents free of charge.</p> <p>Ensure that any person or body is informed that the information supplied may only be used for the purposes set out in the regulation under which the body can obtain the full register.</p>		
Access and supply of election spending returns		
Make a copy of the election spending returns and declarations when you receive them.		
Redact (i.e. black out) the addresses of any individual donors to the candidate's campaign on the copy of the return, and any other personal information that needs redacting in order to be compliant with data protection requirements, before making it publicly available. You should take advice from your council's data protection officer before releasing any personal information contained in the returns.		
Make the copy available for public inspection as soon as practicable after you have received them. Keep them open to inspection for two years (12 months in the case of parish/community council elections).		
Do not supply a copy of the returns and declarations to the Electoral Commission unless they are specifically requested. The exception is at local authority mayoral and combined authority mayoral elections where a copy of any returns or declaration must be sent to the Commission. Where provided, copies should be clean copies, without any redacting of donors' details.		
If the Commission request copies of invoices and receipts for selected candidates at a later date supply them as soon as possible.		
<p>Only if specifically requested, supply to the Electoral Commission:</p> <ul style="list-style-type: none"> electorate figures for each ward used to calculate the candidates' spending limit 		

<ul style="list-style-type: none"> the candidates' spending limit provided to candidates, if applicable a list of all candidates who stood for election, including their party (if any), and whether they were successful confirmation of who has not submitted a return, has submitted an incomplete return or has submitted a late return and what, if anything, the Proper Officer has already done about such cases addresses of election agents for any candidates who failed to submit returns 		
Any person may request that you provide a copy of the documents on payment of a fee. The fee for doing so is generally 20p per side of a page.		
Ensure you receive payment before supply.		
Store the original documents securely for two years (12 months in the case of parish/community council elections).		
At the end of that time, you should attempt to contact the candidates and agents and offer to return the documents. Documents that are not returned should be destroyed.		