

Privacy Notice
Durham County Council
Legal & Democratic Services
Electoral Services
Electoral Registration Officer & Returning Officer

1. Who we are?

The Electoral Registration Officer (ERO) for Durham County Council (a Data Controller) is responsible for the annual production and publication of the Register of Electors and its update and maintenance throughout the year in compliance with government statutory regulations and performance standards set by the Electoral Commission. The ERO also maintains a record of electors who have elected to vote by post or proxy – this process includes renewal of signatures every 5 years.

The Returning Officer for Durham County Council is responsible for the delivery of all Parish, County, Parliamentary and PCC elections and referendum in the Durham County area and must account for the costs of running these elections.

For the purposes of Data Protection, Durham County Council is the Data Controller of your information.

2. What type of personal information do we collect and how do we collect it?

We collect the following personal information about you:

- Name
- Address
- Date of Birth
- National Insurance Number
- Signature
- Contact Phone Number
- Email
- Bank Details
- Proof of Identity
- Country of Origin and/or nationality
- Proof of right to work in the UK

We may also collect special category data about you such as:-

- Political Party

We collect and receive information about you in the following ways:

- Paper Form
- Online Form
- Details over the telephone
- by email

3. What is our power to obtain and use the personal data?

When we collect and use your personal information we rely on the following:

- **Legal obligation:** it is necessary to meet a legal obligation such as holding a register of those eligible to vote in the County Durham area.

- **Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions such as facilitating elections of councillors

Special Category Data

We collect political opinions from candidates which is special category data. When we collect this data we rely on the following:

- **Explicit Consent:** your or your representative have given us explicit consent to identify your political opinions for the purposes of an election;
- **Public Domain:** you have made your information publicly available;
- **Archiving, Research, Statistical Purposes:** we use it for archiving, research or statistical purposes

4. What is your personal information used for?

The Electoral Registration Officer collects and processes information about you for the following purposes:

- Registering you to vote
- Processing an application for a postal or proxy vote

The Returning Officer collects and processes information about you for the following purpose:

- To process your application for candidature
- To process staff applications for employment and to add you to the staff and payroll database to facilitate payments to be made

5. Will your personal information be shared?

In certain circumstances your personal information may be shared with other council departments or external organisations where we have a statutory obligation to share such as for the purposes of the prevention or detection of crime.

Access to the full electoral register is limited to those prescribed in legislation and is sent to external organisations for the purpose of credit referencing, statistical purposes and historical record.

We share your information with the following organisations:

- British Library
- UK Statistics Authority (Office for National Statistics)
- The Electoral Commission
- Parliamentary Boundary Commission for England
- Local Government Boundary Commission for England
- Jury Central Summoning Bureau
- Elected Representatives (including MPs, MEPs, local councillors with the registration area)
- Police & Crime Commissioner
- Candidates for the following elections – UK Parliament, Local Government, European Parliament, Police & Crime Commissioner
- Local Constituency Parties
- Registered Political Parties
- Parish & Community Councils

- Local Authority Archives Service

Candidate's name and address will become public record and will be displayed on statutory notices and the ballot paper.

Staff information will be shared with our Payroll Section to enable payments to be made for employment undertaken. They in turn will send all payment information to HMRC for tax purposes.

The Council will not share your information for marketing purposes and will only use any contact details you may have supplied while processing your application.

6. How do we keep your personal information secure?

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. These include the use of passwords and encryption and a secure central government portal.

7. How long will we keep your personal information?

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service will determine how long we have to keep it. Our corporate retention guidelines [[insert hyperlink](#)] show how long we keep it for different services. This ranges from months for some records to decades for more sensitive records. A copy of our retention guidelines can be provided on request.

The retention periods for this service are as follows:

- Legislation requires that once published, electoral registers are kept permanently as a historical record and for the checking of overseas registration qualifications
- With regards to applications for absent votes, this information is kept for as long as you require to vote in this manner
- Legislation requires that the majority of election documents are kept for one year with the exception of home address forms (at UK Parliamentary Elections) which are only kept for 21 days and election expenses forms which are to be retained for 2 years
- Staff details will be kept on our staff database for as long as you wish to remain available for employment

8. Is your personal information processed outside the EU?

We do not process your personal information outside the EU and all personal information is held in the UK.

9. Marketing

Your information may be passed to organisations external to us for marketing or sales purposes or for any commercial use without your prior express consent if you have not opted out of the Open Register. The Full Register is not passed to any external organisations unless allowed under legislation (see above).

10. What are your Information Rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing; and
- request your data to be ported (data portability).

To exercise any of these rights please contact dpo@durham.gov.uk

You also have the right to request a copy of the personal information the Council holds about you. To do this, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at dataprotection@durham.gov.uk

To learn more about these rights please see the [ICO website](#).

If something goes wrong with your personal information, or you have questions about how we use it, please contact the Data Protection Officer at DPO@durham.gov.uk.

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#)

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Fax: 01625 524 510