

Privacy notice – Electoral Services

Who we are?

Derby City Council is the local government unitary authority for Derby City. Our address is The Council House, Corporation Street, Derby, DE1 2FS. The Electoral Registration Officer is the Data Controller and collects the personal data you supply for the purpose of registering and maintaining your right to vote, administering elections and maintaining a complete and accurate Electoral Register.

How do we collect information from you?

We collect information from you when you contact us in writing, complete applications for services including registering to vote, postal and proxy voting, speak to us on the phone, by email or any other type of electronic communication or talk to us face to face.

You need to be registered to be able to vote in any election or referendum. We have a duty to maintain a complete and accurate register throughout the year. We will only collect the personal information we need from you in order to do this and use in the circumstances that are set out in law.

What types of information do we collect from you?

Personal data which can include your name, address, date of birth, Nationality, NI Number, signature, contact details to enable us to register you on the electoral roll or provide you with a postal or proxy vote. We may keep scanned copies of application forms and other correspondence that you supply to us to ensure that we can meet our legal duty to maintain an accurate electoral register. We keep records about potential or actual electors, other occupants of your home, voters, citizens, candidates, agents or staff employed at an election and the people we need to pay

The information we collect will depend on the service you want from us and/or the reason why we need to request and process information relating to you.

Details of information obtained from third parties?

We upload and download new registration applications to and from the IER Digital Service in order to verify identity of potential electors.

How is your information used?

In accordance with our legal obligation and in the fulfilment of our public tasks we may use your information to:

- Process your application to register to vote including Overseas, Service or Anonymous registrations
- Process changes to your registration which, for example, may include opt in in or out of the Open Register, applying for a postal or proxy vote or changing your name or address



- Compile the Register of Electors for the purposes of voting and other legitimate reasons
- Notify you of changes to our service
- Encourage you or occupants of your household to register to vote
- Fulfil our legal obligations to maintain a complete and accurate register of electors

This is to help us meet our statutory and non statutory duties and for other purposes allowed by law including prevention and detection of fraud.

Research & statistics

Anonymised & pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

Who has access to your information?

We may share your information with the following third parties for the reasons detailed;

- The IER Digital Service to verify your details prior to us accepting a registration application
- Contracted print companies to print Registration forms, Poll Cards and Postal Packs
- Registered political parties, elected representatives, candidates and agents and other permitted participants who can use the information for Electoral purposes only
- Details of whether you have voted (but not how you have voted) to those who are entitled to it by law after an election
- Internally with other departments and, Derby Homes
- Credit Reference Agencies, the British Library, UK Statistics authority, The Electoral Commission and other statutory recipients of the Electoral Register
- Statutory agencies, such as the Police or the National Fraud Authority for the purposes of crime prevention. We may share your information with statutory agencies in line with our legal obligations and/or in completion of our public tasks.
- Those requesting to view the electoral register by appointment for a particular property or location in the city

The lawful basis for collecting or sharing the information outlined above is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer and Returning Officer as set out in the Representation of the People Act (1983) and associated regulations.

Where you have opted out of the Open Register, we will not sell or rent your information to third parties. We will not share information contained in the Closed Register with third parties for marketing purposes.

What are your rights in relation the personal data we process?

Access – you can request copies of any of your personal information that is held by the Council.

Rectification – you can ask us to correct any incorrect information.

Deletion – you can ask us to delete your personal information. The Council can refuse to delete



information if we have a lawful reason to keep this.

Portability – you can ask us to transfer your personal data to different services or to you.

Right to object or restrict processing – you have the right to object to how your data is being used and how it is going to be used in the future.

Right to prevent automatic decisions – you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

How long will we keep your information for?

We keep and dispose of all records in line with our record retention schedule; information about this is at <https://www.derby.gov.uk/retention-schedule/>. We will comply with the Data Protection Act 2018

What security precautions are in place to protect the loss, misuse or alteration of your information?

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

Keeping your data up to date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

Details of any automated decision processes

When we process your application to register we send information via a secure link to the Department of Work and Pensions (DWP) so that we can confirm the identity of all potential electors to be added to the electoral register. This process is controlled by the Cabinet Office via the IER Digital Service and we will notify you once the confirmation is received using the details you have supplied to us.

Cookies & IP addresses

What are Cookies and why are they used?

Cookies are small text files which identify your computer to our servers. They are used to improve the user experience. [View what cookies we use and how you can manage them.](#)

Under 13

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand, whenever you provide us with personal information.



Complaints

If you would like to make a complaint regarding the use of your personal data you can contact our Data Protection Officer;

By Post: Information Governance

The Council House,
Corporation Street,
Derby, DE1 2FS

By phone: 01332 640763

By email: Data.protection@derby.gcsx.gov.uk

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number
Alternatively, visit ico.org.uk or email casework@ico.org.uk.

