



Privacy Notice - Canvass Reform

Who Will Be Responsible For My Data Once It Is Collected?

The Electoral Registration Officer (ERO) is a data controller who collects personal information from you in order to compile the register of electors. They are employed by Warrington Borough Council.

Why Do You Need My Information?

The ERO has a statutory duty to maintain a complete and accurate electoral register throughout the year. The annual canvass is an integral part of the year round registration process.

Under Regulation 26 of the Representation of the People Regulations 2001 and the Representation of the People Act 1983.

National reforms to the annual registration process are being implemented by the Government in 2020. Finding new electors throughout the year and consistently maintaining the accuracy of the register (i.e. completing deletions throughout the year) is instrumental to the successful implementation of the national reforms.

This privacy notice is supplementary to the Electoral Registration Privacy Notice.

What Allows You To Use My Information?

The lawful basis for processing your personal information:

- To comply with legal obligation(s) under the Juries Act 1974;
- To comply with legal obligation(s) under the Representation of the People Act 1983;
- To comply with legal obligation(s) under the Representation of the People Regulations 2001;
- To comply with legal obligation(s) under the Electoral Registration and Administration Act 2013;
- For the performance of a public task which has a clear basis in law (see above) or in the exercise of official authority vested in the ERO as a data controller i.e. maintaining the register of electors, in the public interest, as provided for in electoral law.

What Type of Information Will Be Processed?

The ERO in preparing for the 2020 national reforms has been confirming:

- The names and addresses of persons who are entitled to be registered on the electoral register, but who are not already registered
- Those persons who are on the electoral register but are no longer entitled to be registered at a particular address (usually because they have moved).

In general terms:

- (a) The ERO processes personal information relating to data matching of the information held on the register of electors or attainers (i.e. including 16-17 year olds) against

- A national database – the Department of Work and Pensions’ Customer Information System (DWP CIS); and
- Local datasets- such as council tax and housing benefit records and any other dataset held by Warrington Borough Council

(b) The ERO conducts canvass communications (written and email/SMS or any other form of electronic or digital communication) with you

Data Matching Information Requirements – the data matching occurs at an individual elector level, as follows:

- Matching the name(including previous names and addresses), date of birth (where held) and address (in the form of string addresses and unique property reference number (where available))against the DWP CIS database;
- Matching the name and string address as a minimum for local data;
- Match scores which deem the elector either matched or unmatched (aggregated at household level)

Canvass Communication Information Requirements:

- Full name and nationality of each registered elector aged 16 or over;
- ‘the aged 76 or over’ age indicator;
- ‘the aged under 16/17’ age indicator (as required)
- Previous names
- Email address
- Telephone contact details

Who Will My Information Be Shared With?

In relation to the Canvass Reform your data will be shared with and managed by the Cabinet Office (Individual Electoral Registration Digital Service) and the Department for Work and Pensions.

Do I Have To Provide This Information And What Will Happen If I Don’t?

The Electoral Registration Officer and Returning Officer are obliged to process your personal data in relation to preparing for and conducting elections.

You do not have to provide your email or telephone contact details but we must use your name and home address, as this is required by law for the purpose of maintaining the electoral register.

You can withdraw consent at any time to the use of your email and/or telephone contact details.

How Long Will You Keep This Data For And Why?

The Council will keep your details in accordance with our legal obligations and in line with statutory retention periods.

How Will My Information Be Stored?

The information is stored on the Council’s Electoral Management System, supplied by Democracy Counts.

What Rights Do I Have When It Comes To My Data?

Under the Data Protection Act 2018 (General Data Protection Regulation), you might have more rights about what happens with your data.

As different rights apply in different situations each request will be assessed on a case by case basis.

1. **Right of Access (formerly Subject Access Request)** - you have the right under the Data Protection Act 2018 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To request a copy of your data or ask questions about how it is used, please look at our [webpages on Requests for Information](#).

2. **Right to be informed** – as detailed through this Privacy Notice.
3. **Right to rectification** – you have the right to have personal data rectified if it is inaccurate or incomplete.
4. **Right to erasure** – depending on the legal basis for processing your information, you could have the right to have personal data erased.
5. **Right to restrict processing** – depending on the legal basis for processing your information, you have the right to reduce or stop the processing of your data.
6. **Right to data portability** – depending on the legal basis for processing your information, you have the right to obtain and reuse any electronic data we hold about you.
7. **Right to object to processing** – where processing your personal information is required for the performance of a public interest task (see above), you have the right to object. You do not have to provide your email or telephone contact details but we must use your name and home address, as this is required by law for the purpose of maintaining the electoral register.

Additionally, you can withdraw consent at any time to the use of your email and/or telephone contact details.

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you are not satisfied with how your request has been dealt with, or if the information held about you is incorrect, you should email or write to Warrington Borough Council outlining your concerns.

If you then wish to make a complaint then please contact us using one of the methods below: Use the [online complaints form](#)

- Email us at contact@warrington.gov.uk
- Phone us on: 01925 443322
- Write to us at: Contact Warrington, PO Box 5, New Town House, Warrington WA1 2NH
- Visit us at: Contact Warrington, 26-30 Horsemarket Street, Warrington WA1 1XL

You also have the right to complain to the Information Commissioner's Office using the following details: -

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 0303 123 1113
Website: www.ico.org.uk

Will This Information Be Used To Take Automated Decisions About Me?

No automated decisions are made about individuals, but there is a data matching exercise with the Department of Work and Pensions that will determine which form of canvass communication will be issued to the property.

Will My Data Be Transferred Abroad and Why?

No.