



Privacy Notice – Electoral Registration

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

Warrington Borough Council will own the data. The Electoral Registration Officer is the data controller for Electoral Registration.

Why Do You Need My Information?

The Electoral Registration Officer is a data controller and collects the personal data you provide for the purpose of registering your right to vote. You need to be registered to be able to vote in any election or referendum for which you are eligible. We have a duty to maintain a complete and accurate register throughout the year. We will only collect the personal data we need from you, to do this.

We also need your personal data which we hold in the electoral register and in the absent vote lists to issue poll cards.

What Allows You To Use My Information?

We do this as a legal obligation to comply with many different regulations covering the administration of Electoral Registration and Elections including but not limited to the following:

The Representation of the People Act 1983, 1985 and 2000.
Representation of the People Regulations 2001.
Political Parties, Elections and Referendum Act 2000.
Local Government Act 2000.
The Electoral Registration and Administration Act 2013.
Elections Act 2022.

This ensures you are registered to vote in any election or referendum for which you are eligible. The law makes it compulsory to provide information to an electoral registration officer for inclusion in the full register.

What Type of Information Will Be Processed?

We keep records about potential and actual electors, voters, citizens, candidates and their agents, staff employed at an election. These may be written down or kept on a computer.

These records may include:

- your name, address nationality and date of birth
- Unique identifiers (such as National Insurance Number). Signatures for absent vote checking

- Scanned application forms, documentary evidence, dates of any letters of correspondence.
- Notes about any relevant circumstances that you have told us.
- Telephone numbers and email address
- Your previous or any redirected address
- The other occupants in your home
- If you are over 76 or under 16/17
- Whether you have chosen to opt out of the open version of the register.

Who Will My Information Be Shared With?

The information you provide is held in electoral registers which are managed by electoral registration officers who, using information received, keep two registers – the full electoral register and the open (edited) register.

The full register is published once a year and is updated every month and can only be supplied to the following people and organisations:

- British Library
- UK Statistics Authority
- Electoral Commission
- Boundary Commission for England
- Jury Summoning Bureau
- Elected Representatives (MP, MEPS, Local Councillors)
- Police and Crime Commissioner
- Candidates standing for elections
- The Council
- Parish and Community councils
- Police Forces, National Crime Agency
- Public Library or local authority archive services
- Government departments or bodies
- Credit Reference Agencies
- National Fraud Initiative
- Electoral Registration and Returning Officers for the discharge of a statutory function relating to security, law enforcement and crime prevention.

Full details can be viewed at ([Supplying copies of the full register and associated documents to specified individuals and organisations | Electoral Commission](#)) They may use it for their own reasons which are different to ours but they still have to look after the data contained in the register in the same way we do.

We also have to disclose (share) your information with our Software providers and contracted printers.

It is a crime for anyone who has a copy of the full register to pass information from this register on to others if they do not have a lawful reason to see it.

Anyone can inspect the full electoral register.

- Inspection of the register will be under supervision.
- They can take extracts from the register, but only by handwritten notes.
- Information taken must not be used for direct marketing purposes, in accordance with data protection legislation, unless it has been published in the open version.
- Anyone who fails to observe these conditions is committing a criminal offence and will be charged a penalty of up to £5,000.

To verify your identity, the data you provide will be processed by the Individual Electoral Registration Digital Service managed by the Cabinet Office. As part of this process your data will be shared with the Department of Work and Pensions and the Cabinet Office suppliers that are data processors for the Individual Electoral Registration Digital Service. You can find out information about this (<https://www.registertovote.service.gov.uk/register-to-vote/privacy>)

The open register contains the same information as the full register but is not used for elections or referendums. It is updated and published every month and can be sold to any person, organisation, or company for a wide range of purposes. It is used by businesses and charities for checking names and address details; users of the register include direct marketing firms and also online directory firms.

You can choose whether or not to have your personal details included in the open version of the register; however, they will be included unless you ask for them to be removed. Removing your details from the open register will not affect your right to vote.

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

This information must be supplied to maintain the electoral register and for the purpose of administering an election.

How Long Will You Keep This Data For And Why?

The Electoral Registration Officer and Returning Officer are obliged to process your personal data in relation to preparing for and conducting elections. Your details will be kept and updated 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 Electoral Management System, supplied by Xpress - Civica.

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

To ask any further questions about how your information is used or to request a copy of your data, please contact the Council's Electoral Services Team on 01925 442184 or 01925 442155. Alternatively, you can email them at elections@warrington.gov.uk.

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.

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: Warrington Borough Council, East Annexe, Town Hall, Sankey Street, Warrington, WA1 1UH

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: <https://ico.org.uk/>

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

No, the information will not be used to take automated decisions.

Will My Data Be Transferred Abroad and Why?

No, your information will not be transferred abroad.