

## **PRIVACY NOTICE – Electoral Services**

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR) effective from the 25th May 2018.

<b>TCBC Service Area:</b>	Chief Executives
<b>Work area:</b>	Democracy Electoral
<b>Contact Details:</b>	voting@torfaen.gov.uk
<b>Privacy Notice Name:</b>	Electoral Services Privacy Notice

### **Data controller:**

**Torfaen County Borough Council**  
**C/o Civic Centre**  
**Pontypool**  
**NP4 6YB**

### **Data Protection & Information Governance Officer:**

**Susan Bullock**  
**01633 647467**  
**Email: dpa@torfaen.gov.uk**

#### **1) Have we sourced your personal data, directly from you?**

Yes

#### **2) What information does the Council collect about you?**

The Council collects and processes a range of information about you.  
This includes:

Name  
Address  
Date of Birth  
Nationality  
National Insurance Number  
Email Address  
Telephone Number

#### **3) The Council may collect this information in a variety of ways:**

Application forms

**We will store your data:**

**Other**

Within the Electoral Registration software system, paper copies will be stored securely.

**4) Why does the Council process your personal data?**

**To comply with the legal obligations of the Council**

Section 9 of the Representation of the People Act 1983 requires the Electoral Registration Officer to maintain a register of electors whilst Section 10 requires the Electoral Registration Officer to carry out an annual canvass of properties.

**5) Special categories of personal data:**

No

**We can process this category of data because:**

Archiving purposes in the public interest

**6) Who has access to your data?**

**Your information may be shared internally with:**

Revenue's and Benefits, Internal Audit

**The Council shares your data with third parties because of the following legislative requirements:**

Torfaen County Borough Council is entitled to receive a copy of the electoral register (Reg 107 of Representation of the People Regulations 2001).

Councillors are entitled to the register for their electoral division (Reg 103 of Representation of the People Regulations 2001)

MPs are entitled to the register for their constituency (Reg 103 of Representation of the People Regulations 2001).

Members of the National Assembly for Wales are entitled to the register for their constituency or region (Reg 103 of Representation of the People Regulations 2001).

Candidates at elections are entitled to a copy of the register for the seat they are contesting (Reg 108 of Representation of the People Regulations 2001).

Local political constituency offices are entitled to receive a copy of the register covering their constituency (Reg 105 of Representation of the People Regulations 2001).

A community or town council is entitled to receive a copy of the register covering their area (Reg 107 of Representation of the People Regulations 2001).

A registered political party or recognised third party (and permitted participants at referenda) are entitled to receive a copy of the full register (Reg 109 of Representation of the People Regulations 2001).

The Police are entitled to receive a copy of the full register (Reg 109 of Representation of the People Regulations 2001).

The National Library for Wales is entitled to receive a copy of the full register (Reg 97 of Representation of the People Regulations 2001).

The Electoral Commission is entitled to receive a copy of the full register (Reg 100 of Representation of the People Regulations 2001).

The Boundary Commission is entitled to receive a copy of the full register (Reg 101 of Representation of the People Regulations 2001).

The Returning Officer for the Torfaen constituency is entitled to receive a copy of the register for their area (Reg 98 of Representation of the People Regulations 2001).

Credit Reference Agencies are entitled to receive a copy of the full register for the purpose of performing credit checks on payment of the statutory fee. (Regs 113 & 114 of Representation of the People Regulations 2001).

Government departments may also purchase the full register (Regs 113 & 114 of Representation of the People Regulations 2001).

The Courts Service are entitled to receive the register in order to summon residents for Jury service (Juries Act)

The edited register must be sold to any person who requests a copy (Reg 110 of Representation of the People Regulations 2001).

Access requests for Crime prevention – Personal information may be provided if the Electoral Registration Officer is satisfied that the rules for the purposes of the prevention and detection of crime, or the apprehension or prosecution of offenders have been met.

### **Is the Data transferred out of the EEA?**

No

### **7) How does the Council protect data?**

The Council has internal policies in place to ensure the data it processes is not lost, accidentally destroyed, misused or disclosed. Furthermore data is not accessed by employees except in the performance of their duties.

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions. These third parties are also under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.

**8) How long does the Council keep your data?**

The Council will hold your personal data only for the period that is necessary and will follow organisational and Local Authority standards in this area. We will keep your information in line with our Local Authority retention schedules.

Electoral Registers – 15 years in order to check entitlement to register of overseas electors.

Absent Vote identifiers – 5 years then ‘refreshed’ or deleted and right to vote by post / proxy removed.

Registration Forms and evidence as to age, nationality (including Household Enquiry Forms and Invitations to Register) for the lifetime of that register (1Year)

Election documents are stored securely for 1 year.

Candidate’s home address forms at a Parliamentary election are destroyed on the 21st day after the member has been returned.

Candidate’s election expenses are kept securely for two years (except European and town/community candidate expenses that are stored for 1 year)

**9) Are we making automated decisions/profiling with your data?**

No

**Your rights**

You have a number of rights you can exercise:

- access and obtain a copy of your data on request
- require the Council to change incorrect or incomplete data
- under certain circumstances you can require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- to know the period of time that the data will be stored for

- the right to data portability
- the right to withdraw your consent at any time
- the right to lodge a complaint with a supervisory authority (Information Commissioners Office)
- the consequences of if you fail to provide data to the Council
- the existence of and automated decision-making, including profiling and the consequences of this for you.

If you would like to exercise any of these rights, please contact: Caroline Genever-Jones, Elections & Business Manager Email: [Caroline.Genever-Jones@Torfaen.gov.uk](mailto:Caroline.Genever-Jones@Torfaen.gov.uk)

## DOCUMENT CONTROL

<b>Title:</b>	<b>Privacy Notice – Electoral Services</b>		
<b>Document Owner:</b>	<b>Senior Information Risk Owner (SIRO)</b>		
<b>Document Author:</b>	<b>Caroline Genever-Jones</b>		
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<b>Current Issue Date:</b>	June 2019	<b>Next Review Date:</b>	June 2022

## REVISION HISTORY

<b>Issue Date</b>	<b>Version / Status</b>	<b>Reason for Change</b>	<b>Changed By:</b>
April 2018	1.0 Live	Form created to achieve GDPR Compliance	Sue Bullock
June 2019	2.0 Live	Reviewed – no changes	CGJ

<b>Teit:</b>	<b>PN...018.. – Hysbysiad Preifatrwydd Gwasanaethau Etholiadol</b>		
<b>Perchennog Dogfennau</b>	<b>Uwch Berchennog Risg Gwybodaeth (SIRO)</b>		
<b>Awdur y Ddogfen</b>	<b>Caroline Genever-Jones</b>		
<b>Cyfeirnod:</b>	<b>PN...018.....</b>	<b>Cyfnod Cadw:</b>	

			<b>Tan yr adolygiad nesaf</b>
<b>Dosbarthu Dogfennau:</b>	Swyddogol	<b>Lleoliad:</b>	TORFAEN.GOV
<b>Fersiwn / Statws:</b>	Byw	<b>Cymeradwywyd gan</b>	SIRO
<b>Dyddiad cyhoeddi cyfredol:</b>	Mehefin 2019	<b>Dyddiad Adolygu Nesaf:</b>	Mehefin 2022

## ADOLYGU HANES

<b>Dyddiad Cyhoeddi</b>	<b>Fersiwn / Statws</b>	<b>Rheswm dros Newid</b>	<b>Newidiwyd gan:</b>
Ebrill 2018	1.0 Byw	Ffurf a grëwyd i gyflawni Cydymffurfiaeth GDPR	Sue Bullock
Mehefin 2019	2.0 Byw	Adolygiad – dim newidiadau	CGJ