

Privacy Notice (How we use your information)

Electoral Services

The categories of information that we collect, process, hold and share include:

- Your name, address, email address and telephone number. Sometimes we may collect other information you may feel is sensitive to you. This might be your nationality, date of birth, national insurance number or the reason you might require a postal or proxy vote. We may require further evidence from you such as a copy of your passport, marriage certificate or driving licence.

Why we collect and hold this information

We use this personal data in order to:

- Support your application to register to vote. By law we have to check that the information on the electoral register is accurate every year.
- Allow you to vote in elections. We are required by law to provide an electoral service. In order for us to do this, you must provide your personal information to us.

The lawful basis on which we use this information

We have a legal obligation to collect and process information about you for electoral purposes as defined by a number of Acts, Regulations and Statutory Instruments.

The legal basis for processing your personal information is contained in the following non-exhaustive list of legislation:

- Representation of the People Act 1983
- Representation of the People Act 1985
- Representation of the People Act 2000
- Representation of the People (England and Wales) Regulations 2001
- Electoral Administration Act 2006
- The Electoral Registration and Administration Act 2013

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary, but as long as it is required in support of any application which you make. Once we no longer need it, we will keep it for a set period (a retention period) but not use it. When the retention period expires we will delete your information from our records.

Who we share this information with

We are required to provide copies of the full electoral register to certain organisations and individuals by law. They may use it for their own lawful reasons that are different from ours, but they still have to look after it in the same way.

The Department for Work and Pensions will also use your information to verify your eligibility for the electoral register. They won't use it for any other reasons and they have to look after it in the same way. You can view their privacy information here: [Personal information charter](#)

If you have opted to be included in the open register, by law your information can be shared with anyone who requests it. They may use it for their own reasons that are different from ours, but they still have to look after it in the same way. The electoral register can also be viewed, but not copied, at certain libraries, information centres and town halls in Kirklees by anyone who requests it.

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 for Work and Pensions and the Cabinet Office suppliers that are data processors for the Individual Electoral Registration Digital Service. You can find more information about this here:

<https://www.register-to-vote.service.gov.uk/register-to-vote/privacy>

Our software providers will also store your information, but only on our instructions. They won't use it for any other reasons, and they have to look after it in the same way we would.

Our printing company will also use your information, but only on our instructions. They won't use it for any other reasons, and they have to look after it in the same way we would.

Why we share this information

We share information on a statutory basis, under the Representation of the People (England and Wales) Regulations 2001 (as amended). Any person or organisation who is entitled to the information may only use it for specific purposes in accordance with the law.

Sometimes we have to give it to other authorities, organisations or people. This would be for the prevention and detection of crime, or because of legal matters.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at <http://www.kirklees.gov.uk/privacy>

If you would like further information about this privacy notice, please contact: **Electoral Services** electoral.registration@kirklees.gov.uk tel: **01484 221650**

If you have any worries or questions about how your personal data is handled, please call the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.