

## Electoral Services Privacy Notice

Who is the Data Controller?	Tracy Manning, Electoral Registration Officer and Returning Officer (including Acting, Deputy, Local)
What information do we collect from you?	We collect your name, address, email address and telephone number. We might also collect 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 copies of your passport, marriage certificate or driving licence.
Why do we collect this information?	To 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.
Who might we share your information with?	<p>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. You can view their privacy information <a href="#">here</a>.</p> <p>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 reasons that are different to ours, but they still have to look after it in the same way. A full list of these organisations and individuals can be viewed on the Electoral Commissions website <a href="#">here</a>.</p> <p>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 more information about this <a href="#">here</a>.</p> <p>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 to ours, but they still have to look after it in the same way. The electoral register can also be viewed, but not copied, at the Town Hall by anyone who requests it.</p> <p>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.</p> <p>The Fylde Parliamentary constituency boundary covers a number of Preston City Council wards. So if you live within one of the Preston wards data will be shared between the two council's for the purpose of running a Parliamentary Election.</p>
What do we do with your information?	<p>We use it to compile the electoral register and to run elections. We won't use it for any other purposes without your consent, or without telling you first.</p> <p>Sometimes we have to give it to other authorities, organisations or people who have a legal right to ask for it such as internal departments for planning matters or</p>

	property development. We don't need your consent to do this, but if it is appropriate, we'll let you know if we've passed your information on.																																																			
How long do we keep your information?	<p>We keep your information as set out in our retention schedule below –</p> <table border="1" data-bbox="448 360 1374 954"> <thead> <tr> <th colspan="3">Retention Schedule</th> </tr> <tr> <th>Type of document</th> <th>Lawful basis collected</th> <th>Retained</th> </tr> </thead> <tbody> <tr> <td>Householder Enquiry Forms (HEFs)</td> <td>Legal Obligation</td> <td>July - December</td> </tr> <tr> <td>Invitations To Register (ITR's)</td> <td>Legal Obligation</td> <td>1 Month</td> </tr> <tr> <td>Requests for Evidence</td> <td>Legal Obligation</td> <td>Hard copies - 1 month Data - 1 year</td> </tr> <tr> <td>Applications from Special Category Electors</td> <td>Legal Obligation</td> <td>1 Month</td> </tr> <tr> <td>Applications from Anonymous Electors</td> <td>Legal Obligation</td> <td>1 - Year</td> </tr> <tr> <td>Absent Vote Applications</td> <td>Legal Obligation</td> <td>5 Years</td> </tr> <tr> <td>Personal Identifier Signature Refresh Applications</td> <td>Legal Obligation</td> <td>5 Years</td> </tr> <tr> <td>Requests for copies of the Electoral Register</td> <td>Legal Obligation</td> <td>2 Years</td> </tr> <tr> <td>Personal and Group Emails</td> <td>Legal Obligation / Consent</td> <td>1 Year</td> </tr> <tr> <td>Nomination Papers</td> <td>Legal Obligation</td> <td>1 Year</td> </tr> <tr> <td>Ballot Papers and CNL</td> <td>Legal Obligation</td> <td>1 Year</td> </tr> <tr> <td>Marked Registers / Postal / Proxy Lists</td> <td>Legal Obligation</td> <td>1 Year</td> </tr> <tr> <td>Election Expenses</td> <td>Legal Obligation</td> <td>2 Years</td> </tr> <tr> <td>Staff details</td> <td>Consent</td> <td>6 Months</td> </tr> <tr> <td>Polling Station Booking Forms</td> <td>Consent</td> <td>Hard Copies - 1 Year Electronic - 5 Years</td> </tr> </tbody> </table> <p>The retention schedule is updated each year.</p>	Retention Schedule			Type of document	Lawful basis collected	Retained	Householder Enquiry Forms (HEFs)	Legal Obligation	July - December	Invitations To Register (ITR's)	Legal Obligation	1 Month	Requests for Evidence	Legal Obligation	Hard copies - 1 month Data - 1 year	Applications from Special Category Electors	Legal Obligation	1 Month	Applications from Anonymous Electors	Legal Obligation	1 - Year	Absent Vote Applications	Legal Obligation	5 Years	Personal Identifier Signature Refresh Applications	Legal Obligation	5 Years	Requests for copies of the Electoral Register	Legal Obligation	2 Years	Personal and Group Emails	Legal Obligation / Consent	1 Year	Nomination Papers	Legal Obligation	1 Year	Ballot Papers and CNL	Legal Obligation	1 Year	Marked Registers / Postal / Proxy Lists	Legal Obligation	1 Year	Election Expenses	Legal Obligation	2 Years	Staff details	Consent	6 Months	Polling Station Booking Forms	Consent	Hard Copies - 1 Year Electronic - 5 Years
Retention Schedule																																																				
Type of document	Lawful basis collected	Retained																																																		
Householder Enquiry Forms (HEFs)	Legal Obligation	July - December																																																		
Invitations To Register (ITR's)	Legal Obligation	1 Month																																																		
Requests for Evidence	Legal Obligation	Hard copies - 1 month Data - 1 year																																																		
Applications from Special Category Electors	Legal Obligation	1 Month																																																		
Applications from Anonymous Electors	Legal Obligation	1 - Year																																																		
Absent Vote Applications	Legal Obligation	5 Years																																																		
Personal Identifier Signature Refresh Applications	Legal Obligation	5 Years																																																		
Requests for copies of the Electoral Register	Legal Obligation	2 Years																																																		
Personal and Group Emails	Legal Obligation / Consent	1 Year																																																		
Nomination Papers	Legal Obligation	1 Year																																																		
Ballot Papers and CNL	Legal Obligation	1 Year																																																		
Marked Registers / Postal / Proxy Lists	Legal Obligation	1 Year																																																		
Election Expenses	Legal Obligation	2 Years																																																		
Staff details	Consent	6 Months																																																		
Polling Station Booking Forms	Consent	Hard Copies - 1 Year Electronic - 5 Years																																																		
How can I access the information you hold about me, find out further on privacy rights, or raise concern?	<p>Contact the Data Protection Officer at -</p> <p>The Data Protection Officer, Fylde Borough Council, Town Hall, Lytham St Annes, FY8 1LW</p> <p>Tel: 01253 658658</p> <p>Email: <a href="mailto:dpo@fylde.gov.uk">dpo@fylde.gov.uk</a></p>																																																			
What rights do I have about my data?	<p>You have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer, whose details are above.</p> <p>You also have the right to:</p> <ul style="list-style-type: none"> <li>• object to processing of personal data that is likely to cause, or is causing, damage or distress</li> <li>• prevent processing for the purpose of direct marketing</li> <li>• object to decisions being taken by automated means</li> <li>• in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and</li> <li>• claim compensation for damages caused by a breach of the Data Protection regulations</li> </ul> <p>If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <a href="https://ico.org.uk/concerns/">https://ico.org.uk/concerns/</a></p>																																																			