

Privacy Notice – Electoral Services (Excluding Anonymous Registration)

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), which means it determines what your personal data is used for and why it is collected.

The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our service. We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website.

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on [Bristol City Website](#). The data controller is the Electoral Registration Officer, Bristol City Council, Electoral Services.

What data we need to collect and the legal basis for processing it:

To provide this service, we will process information about potential and actual voters, citizens, candidates and their agents, staff employed at an election and the people we need to pay. These records include:-

- Basic details about you, for example, name, address, date of birth and nationality
- Unique identifiers such as your NI number
- Contact details that you have provided to us
- Scanned application forms, emails and correspondence
- Notes about any relevant circumstances that you have told us
- Details and records about the service you have received
- Your previous or any redirected address
- The other occupants in your home
- If you are under 18 or alternatively are 76 or over
- Whether you have chosen to opt out of the Open version of the register
- Customers satisfaction survey results
- For those employed at an election we process Right to Work, tax status and previous & current electoral employment details
- Where candidates, appointed agents and campaigners represent a political party at an election, their political affiliation details are required for election documents such as ballot papers.

We are collecting this data because we are required to by sections 9, 9A, 9D, 9E and 13D of the Representation of the People (England and Wales) Act 1983 and by regulation 23 of the Representation of the People (England and Wales) Regulations 2001.

How long we will keep your data for:

We will hold this information for up to 15 years. The period of time that we will hold this data for will depend on our legal obligations which set statutory retention periods such as 15 years for confirming the eligibility of persons making overseas registration applications. After this, your information will be deleted or archived.

Why we need to collect your data:

We will use this information for maintaining a list of potential and actual voters at elections; employing and paying staff at current and future elections; and maintaining lists of candidates and their agents at elections.

Who we share your data with and why:

Electoral Services is legally controlled regarding who it must share its data with and how they may use that data. We are legally required to share it with:-

- Contracted printers to print your poll cards, postal packs and other electoral material;
- Contracted software companies to provide registration and election services on our behalf. These include election delivery and paper, phone, SMS and online registration facilities;
- Registered political parties (within the meaning of Section 160(1) PPERA), Recognised third party (within the meaning of section 85(5) PPERA) and Permitted participant (within the meaning of section 105(1) PPERA) for electoral purposes;
- Elected representatives (MP, Bristol City Councillors, Mayor of Bristol, West of England Mayor, Police and Crime Commissioner), formal candidates and their agents at elections, The Lord Chancellor, Returning Officer for elections and other permitted participants who are able to use it for electoral purposes;
- Bristol City Council (Monitoring Officer), the Police, Security Services, GCHQ for crime prevention or the detection of fraud;
- Credit reference agencies for credit checking purposes;
- People and companies that purchase the Open version of the register (which you have the right to be removed from). The full version of the register cannot be sold and therefore you do not have the right to be removed from the full version.
- British Library, Office for National Statistics, Bristol Libraries and Archiving Services, the Electoral Commission, the Boundary Commission for England for statistical monitoring and electoral purposes;
- Those who are entitled in law to see whether you have voted (but not how you voted) such as political parties and candidates at the election;
- Bristol City Council (finance) for the payment of staff at elections;

Where we have received your data from a third party:

We receive online applications to register on the electoral roll from the Cabinet Office via the Individual Elector Registration (IER) Digital Service. You can find more information about this here: <https://www.registertovote.service.gov.uk/register-to-vote/privacy>.

Additionally we receive online, SMS and phone registration details from Civica Election Services Limited. You can find more information about this here: <https://www.householdresponse.com/Home/Policy>.

All applications to register, whether by paper or online, are shared with the Department of Work and Pension, in order to verify the identity of new applicants. The Cabinet Office will use the applications to inform the previous local authority of people who have moved area.

We receive basic details such as name, address, date of birth and nationality, from higher education establishments, care homes and Bristol Council's Housing Benefits, Adult Social Care and Council Tax departments in order to aid verifying the identity of new applicants and also to aid citizens to register on the electoral roll.

What about the Voter Authority Certificate scheme?

[Find out how we will process your personal data provided as part of the Voter Authority Certificate application.](#)

When you register to vote online at gov.uk

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

Your rights as a data subject:

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.

Full details about your rights can be found in our [main privacy notice](#). If you are unable to access our digital Privacy Notice, please [contact Citizens Services](#) whom will be able to send a hard copy.

To update or correct your information if it is inaccurate please [contact Citizens Services](#).



To access a copy of your personal information, more details and how to make a request can be found on the [data protection subject access requests page on the council website](#).

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at data.protection@bristol.gov.uk or by writing to our data protection officer at:

Data Protection Officer
Information Governance
Bristol City Council
City Hall
College Green
Bristol
BS1 5TR

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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

Fraud Prevention and Detection:

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection.