**Register of Electors – Privacy Notice**

**The reasons why we process your data:**

We use information about residents to enable us to maintain the Register of Electors, to process your application to register to vote and to carry out associated functions such as applications for voting by Post or Proxy. We have a statutory duty to process applications under the Representation of the People Act 1983 and associated regulations. We are also legally required to keep these records for as long as you remain on the Register of Electors.

To verify your identity, the data you provide will be processed by the Individual Electoral Registration Digital Service (IERDS) 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 IERDS.

**How we collect your data:**

* Emails
* Telephone Calls
* Online
* Letters
* Manual forms

**The lawful basis for processing your data:**

* Legal requirement

**The type of personal data we process:**

* Name
* Previous name(s)
* Address
* Previous address
* Age – over 76 or under 16/17
* Email Address
* Telephone Number
* Date of birth
* Decision to opt out of open register
* National Insurance number
* Images of identity documents
* Signature
* Nationality

**Special (Sensitive) category data:**

* None

**Lawful Basis for Processing Special Categories of Personal Data:**

* Not applicable

**Processing of personal data relating to criminal convictions and offences:**

* Not applicable

**Sharing your data:**

* The public
* Cabinet Office
* Department of Work and Pensions
* Returning Officers
* Credit reference agencies
* Electoral Commission
* Town and Parish councils
* Contracted printers to print electoral material
* Registered political parties, elected representatives, candidates, agents and other permitted persons who are able to use it for electoral purposes
* British Library
* Other permitted persons and bodies entitled to it under legislation

**Automated decision making :**

* Not Applicable

**How long we keep your data:**

* Electoral register information is held permanently