

GDPR – Privacy Notice

**North
Lincolnshire
Council**

www.northlincs.gov.uk

Short Privacy Notice:

The Council's Electoral Registration Service collects and processes your personal data for Electoral Registration purposes. We will process your personal data in accordance with the General Data Protection Regulation and other relevant legislation, and not disclose your personal data to any other third party, unless allowed or required to do so under the General Data Protection Regulation or other relevant legislation. For further details about the processing of your personal data please see the [Full Privacy Notice](#) our [Data Protection and Privacy](#) web page.

Full Privacy Notice:

This Privacy Notice tells you what to expect when North Lincolnshire Council Electoral Registration Service collects and uses your personal data for Electoral Registration in accordance with the General Data Protection Regulation or other relevant legislation.

	Complete the following fields:
Data Controller	North Lincolnshire Council
Contact details:	Electoral Registration Service Church Square House 30-40 High Street Scunthorpe DN15 6NL
Purpose for processing your personal data	To manage and support Electoral Registration Service activities, including: <ol style="list-style-type: none">1. Maintaining the Electoral Register.2. Conduct of all local and national elections including referenda
Will we use your personal information for other purposes?	We will not process your personal data for any other purpose than that for which it was collected, without first providing you with information on that other purpose and seeking your consent if applicable; except where we are required to disclose your personal data in accordance with legislation for example in relation to the prevention and detection of crime, counter terrorism, safeguarding, legal proceedings or to protect interests of you or another.
The Organisations acting on our behalf to process your personal data	Specialist Printers used for printing of electoral registration and polling stationery.

<p>The fair and lawful basis for processing your personal data</p>	<p>Processing basis 1: The main basis for the processing of personal data is that it is necessary in order to meet our legal duties (Article 6(1)(c) compliance with a legal obligation).</p> <p>The main Electoral Registration law statute is:-Representation of the People Act 1983.</p> <p>Processing basis 2: The data subject has given consent to the processing of his or her personal data for one or more specific purposes (Article 6(1)(a)). This processing basis applies for inclusion of the data subject into the Open Register.</p>
<p>Are you required to provide the Council with your personal data</p>	<p>You are required to provide the minimum personal data necessary for us to manage the Electoral Register. Failure to provide the minimum necessary personal data we require could prevent us from producing an accurate Register of Electors. Failure to complete a solicited Invitation to Register carries a civil penalty of £80 or failure to complete a Household Enquiry Form may result in a fine of £1000.</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 here: https://www.registertovote.service.gov.uk/register-to-vote/privacy.</p>
<p>Does the processing involve automated decision-making, including profiling?</p>	<p>No</p>
<p>Can you withdraw your consent for processing?</p>	<p>Yes, but only where the basis for the processing of your data is consent. In this instance you can withdraw your consent to have your name included in the Open Register.</p>
<p>Who we will share your personal data with</p>	<ol style="list-style-type: none"> 1. Available for public inspection through North Lincolnshire Council or the British Library; 2. Copy held by the Electoral Commission, the Boundary Commissions (which set constituency boundaries for most elections) and the Office for National Statistics; 3. Organisations who buy the open register; 4. Credit reference agencies who buy the full register. They help other organisations to check the names and addresses of people applying for credit. They also use it to carry out identity checks when trying to prevent and detect money laundering; 5. Bodies with duties relating to security, enforcing the law and preventing and detecting crime including the Police or Department of Works and Pensions;

	<p>6. Other organisations who take part in the National Fraud Initiative;</p> <p>7. The registered individual and other occupants of the individuals address;</p> <p>8. Courts for the purpose of calling people for jury service; and</p> <p>9. Election staff, political parties, candidates and holders of elected office use the register for electoral purposes.</p>
Transfers of personal data to a third country	Not routinely disclosed or transferred to recipients outside of the UK.
How long we will retain your personal data for	<p>Your personal data is retained in accordance with our legal obligations, which are set out in the Democratic Services section of our retention schedule.</p> <p>1 year for paper registration forms; 2 years for election expenses; 15 years for overseas electoral registrations, and Permanent - creation and publication of the Electoral Register.</p> <p>Retention times may be extended to reflect statutory or business requirements.</p>
What are my rights in relation to my personal data?	<p>You have the right to access the personal data we hold about you; to request we rectify or erase your personal data; to object to or restrict processing in certain circumstances; and a right of data portability in certain circumstances.</p> <p>More information on your rights can be found on our websites</p> <p>NLC: http://www.northlincs.gov.uk/your-council/information-and-performance/information-governance/dataprotection/</p>
Who can I complain to?	<p>If you are dissatisfied with how we have processed your personal data you can contact the Data Protection Officer to request an Internal Review (Information Complaint).</p> <p>If you are dissatisfied with the outcome of the internal review, they have the right to appeal directly to the Information Commissioner for an independent review. https://ico.org.uk/concerns/</p>

**Contact details for our
Data Protection Officer**

Phillipa Thornley
Email: customerervice@northlincs.gov.uk
Telephone: 01724 297000
Post: North Lincolnshire Council, Hewson House, Brigg, North Lincolnshire, DN20 8XB