

PRIVACY NOTICE

Civic Governance and Electoral Services

How we use your information in relation to Civic Governance and Electoral Services

This privacy notice tells you what to expect when Castle Point Borough Council (CPBC), the Returning Officer (RO) and the Electoral Registration Officer (ERO) collects personal information in relation to your use of the Civic Governance and Electoral Services section.

Purpose of processing and legal basis for processing your personal information

The ERO collects the personal data you provide for the purpose of registering your right to vote. The ERO is performing a public task in maintaining the registering of electors and administering elections, in the public interest and as provided for in electoral law.

In order to enable the ERO to carry out his duty/obligations it is necessary for us to collect personal information from you to include your name, address, contact details and other personal information to support any application to register to vote.

To enable reports and agendas to be prepared for Council meetings, personal information may be processed. This may be where an application has been made for a specific Council service. Applying to the Licensing Section for a licence which requires consideration by the Licensing Committee and applying for planning permission where determination by the Development Control Committee is required, would be examples. The Head of Governance is performing a public task carried out in the public interest and as provided for in legislation concerning the conduct of Council meetings.

Should you request service information from the Council, or need to complain about the service you receive, we will use your personal data to answer your query or resolve your complaint, and we may share your data with the Ombudsman's office if you remain dissatisfied with the Council's response. We will deal with these matters in accordance with the timescales in Council policies and the Complaints Policy.

We may also process your personal data for the purposes of arranging civic events.



If you are concerned that having your name and address on the register may affect your safety, there could be other options available to you. In certain circumstances, you can register without your name and address showing on the register.

If you apply to vote by post or by proxy (where another elector votes in person on your behalf), the data you supply will be used to maintain the absent voters' list. Personal data in the register of electors and the absent voters' list will be used to issue polling cards.

Retention period or criteria used to determine the retention period

We will retain your personal information in accordance with the retention periods contained in the Council's Document Retention Policy.

<https://www.castlepoint.gov.uk/info-governance-policies>

The sources the personal data originates from and whether it came from publicly accessible sources

Personal information originates mainly from the elector, resident or applicant but can be provided by other sources on an individual basis e.g. internal departments within the Council or other local authorities.

Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data

The Council, the ERO and the RO have a statutory duty to provide these services to you and you are therefore expressly consenting to our use and disclosure of your personal information in the manner described in this privacy notice therefore the consequences of you failing to provide your personal information is that the Council, the ERO and the RO can no longer comply with their statutory duties.

The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences

Where this occurs we ensure through monitoring against CPBC's policies and procedures that the correct decision and outcome is verified.

Changes to this private notice

We keep our privacy notice under regular review. This privacy notice was last updated May 2018.