

Privacy Notice for Electoral Services

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

What information do we collect about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation (Art. 6(1) (c) of General Data Protection Regulation). This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case, we are collecting personal information so that we can include your information in the Register of Electors for the purposes of registering to vote and voting at all elections.

When you contact Electoral Services by email, your email address will be added to your customer record. Your email address will be used to contact you regarding the Electoral Register and elections, and (where relevant) in relation to applications made for an absent vote or Voter Authority Certificate. If you do not wish to be contacted by email, please notify Electoral Services by contacting elections@stalbans.gov.uk or by telephone: 01727 819294.

If you're providing us with special category personal information (such as details about your health/disability), we will be processing this under Art. 9(2)GDPR.

How will we use the information about you?

We use the information to process your application to be included in the Electoral Register. Your data will also be used to maintain the Electoral Register.

We may be required to share your personal information with the Police, Internal Audit or a similar agency, another Council or other departments at St Albans City & District Council. This is for the purposes of preventing and detecting fraud and to enable us to deal with electoral or statutory council tax matters

Additionally, to verify your identity and to carry out any necessary data matching, the data you provide will be processed by the digital services for elector registration managed by the Ministry of Housing, Communities and Local Government (MHCLG). As part of this process your data will be shared with the Department of Work and Pensions and the MHCLG suppliers that are data processors for the digital services for elector registration. You can find more information about this at: <https://www.registertovote.service.gov.uk/privacy>; <https://postal-vote.service.gov.uk/privacy>; <https://proxy-vote.service.gov.uk/privacy>; <https://voter-authority-certificate.service.gov.uk/privacy>.

We will ensure that all personal information is kept securely.

How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information, please contact GDPR@stalbans.gov.uk

Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@stalbans.gov.uk and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact GDPR@stalbans.gov.uk.

You can find out more about your rights on our website:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf>

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit: <https://www.stalbans.gov.uk/cookies>

Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found here:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/GDPR%20Personal%20Data%20Policy.pdf>

We review this policy annually.

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Judith Adamson, Solicitor, Monitoring Officer. She can be contacted by emailing GDPR@stalbens.gov.uk or calling 01727 866100 for our Complaints Team.

How to contact us

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing foi@stalbens.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

Complaints

Our Data Protection Complaints Policy can be found at: <https://www.stalbans.gov.uk/transparency-and-data-information>.

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113.