

## **Your Personal Data: Electoral Services**

### **What we need**

Mid Sussex District Council will be what's known as the 'Controller' of the personal data you provide to us. The data we collect may include personal data and sensitive personal data. This will include your full name(s), address, personal contact details, national insurance number and your date of birth.

### **Why we need it**

We need to know your basic personal data in order to provide you with council services. We will not collect any personal data from you we do not need in order to provide and oversee these services. Information you provide will only be used for electoral registration purposes and the administration of elections.

### **What we do with it**

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3<sup>rd</sup> parties have access to your personal data unless the law allows them to do so. In processing your data, we also share it with the Department of Work and Pensions (DWP) for verification purposes. The law allows the Electoral Register to be supplied to Political parties, credit reference agencies and HM Courts Service. Your national insurance number, date of birth and your personal contact details are not included in the Electoral Register.

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>.

### **How long we keep it**

We carefully consider the personal data that we store, and we will not keep your information in a form that identifies you for longer than is necessary for the purposes set out in this notice or as required by applicable law. In some instances, we are required to hold data for minimum periods: for example, certain UK laws currently specify fixed time periods for retention of some of your personal data. Electoral Services will keep your data for as long as you remain a registered elector in the Mid Sussex District Council area.

### **What are your rights?**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal data please email or write to the Data Protection Officer – see contact details below.

We want to make sure that your personal information is accurate and up to date. If at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) - <https://ico.org.uk/concerns/>.

To contact our Data Protection Officer you can email [foi@midsussex.gov.uk](mailto:foi@midsussex.gov.uk) or write to

Data Protection Officer  
Digital & Customer Services  
Mid Sussex District Council  
Oaklands Road  
Haywards Heath, RH16 1SS