

Your Personal Data: Electoral Services

What we need

Mid Sussex District Council will be what is 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, bank details and your date of birth.

Legal basis for processing

Processing of personal information is carried out in accordance with Article 6 of the UK General Data Processing Regulation (UK GDPR):

- Processing is necessary for compliance with a legal obligation
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

and in accordance with the Data Protection Act 2018, the Electoral Registration and Administration Act 2013 and the Representation of the People Act 1983

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, including staffing those elections. We may also, from time to time, run consultations and that data will be collected for the purpose of the consultation only.

What we do with it

All the personal data is processed by our staff in the UK and is hosted on services located in the UK. No third 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. Bank details will be shared with an external payroll provider in order to pay you for your elections duties. 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 or in the case of staff working on elections until the election you are registered to work for is over and you have been paid. Any

consultation data will be deleted when the consultation is over and any anonymised responses have been published, if required..

What are your rights?

You have the right to request a copy of the information that we hold about you. This is known as a Data Subject Access Request. 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 dataprotection@midsussex.gov.uk or write to

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

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