

Electoral Services

Privacy Notice (How we use your information)

The categories of information that we collect, process, hold and share include:

- personal information (name, address, date of birth, nationality)
- signatures

Why we collect and use this information

We use your data to:

- enable us to administer elections
- prevent and detect crime

The lawful basis on which we use this information

We collect and use this information for the purposes of carrying out our statutory functions under the Representation of the People Act 1983, the Electoral Registration and Administration Act 2013 and associated regulations.

Some of the information that is collected by the Electoral Services team is classified as special category personal data. This data is processed for reason of substantial public interest as set out in the Representation of the People Act 1983 and associated regulations. To process this data the Data Controller must have an Appropriate Policy Document that sets out how this information will be handled.

Storing this information

We will only hold your personal information for as long as it is necessary to fulfil our legal obligations.

Sharing this information

In some circumstances, we may use third parties to help deliver our electoral services. Where we have these arrangements, there is always an agreement in place to make sure that the organisation complies with data protection law.

Electoral Register

The Council is required to keep a statutory register (also known as the 'Electoral Roll') which records the names and addresses of persons entitled to vote. There are 2 versions of the register – the the full register and the open register (also known as the edited register).

You can opt out of the open register - the version of the register that's available to anyone who wants to buy a copy. Removal of your details from the open register does not affect your entitlement to vote.

The full version of the electoral register contains the names and addresses of everyone within Tonbridge & Malling who is registered to vote. The full version of the register is only used for:

- electoral purposes
- preventing and detecting crime
- calling people for jury service
- checking applications for loans or credit

The full register is published once a year but is updated on a monthly basis. It can only be supplied to specified people & organisations. These are

- British Library
- UK Statistics Authority
- The Electoral Commission
- The Boundary Commission for England
- Jury Central Summoning Bureau
- Elected Representatives (e.g. MPs, MEPs, Local Councillors)
- Police and Crime Commissioner
- Holders of relevant elective offices
- Candidates standing for elections
- Election agents/ local constituency parties
- Registered political parties
- This Council
- Town and parish councils
- Other eligible organisations e.g. Police forces, National Crime Authority
- Public library or local authority archive services
- Government departments or bodies
- Credit Reference Agencies
- National Fraud Initiative
- Electoral Registration and Returning Officers

The full register is available for inspection by anyone. It may only be viewed under the supervision of a member of staff and only hand written notes can be made.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information please contact Adrian Stanfield, the Council's Data Protection Officer at foi@tmbc.gov.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like further information about this privacy notice, please contact Adrian Stanfield, the Council's Data Protection Officer at foi@tmbc.gov.uk.

The Council collects and uses personal information for a number of purposes across all of its departments and functions. To find out more about how the Council uses the personal information it collects, please refer to the Corporate Privacy Notice <https://www.tmbc.gov.uk/privacy-notice>