

HERTSMERE BOROUGH COUNCIL ELECTORAL SERVICES

Poll Clerk Job Description

SPECIFIC DUTIES AND RESPONSIBILITIES

Job Title: Poll Clerk

Job Purpose: Assist and support the Presiding Officer in running the polling station effectively and efficiently.

You must not be employed by or on behalf of any political party or candidate involved in this election including in a voluntary/unpaid capacity and you must not sign a candidate's nomination papers.

Specific duties and responsibilities:

Before Election Day

1. Accept your appointment and read and agree to the terms of the Statement of Secrecy and Code of Conduct.
2. Attend any COMPULSORY training session and briefings provided by Electoral Services and read the polling station staff manual so you have an understanding of the process.
3. Contact Electoral Services if you have not heard from your Presiding Officer at least 5 days before the day of poll.

Election Day

1. You will be on duty from 6.15am (Polls open at 7.00am) until the close of poll at 10.00pm and be responsible for the opening and setting up of the polling station by 7.00am when the polls open. You cannot leave the Polling Station until instructed to by your Presiding Officer.
2. Leaving the Polling Station is only permitted at the discretion of your Presiding Officer, therefore please ensure you have your own refreshments with you before the day begins and take appropriate breaks throughout the day to avoid tiredness.
3. You will be expected to:
 - (i) be at the polling station by 6.15am;
 - (ii) Assist your Presiding Officer to open and close on time, and organise the layout of the polling station keeping the polling station neat and tidy throughout the poll and;
 - (iii) Ensure that the proper procedure for voting is followed;
 - (iv) Comply with secrecy requirements. You **must not** supply information in any format that may be disclosed and published externally;
 - (v) Assist in the process of checking the eligibility of electors, marking the corresponding number lists and issuing ballot papers to eligible voters;
 - (vi) act impartially at all times;

- (vii) Be polite and professional in dealing with voters;
- (viii) Ensure all signs and notices are clearly visible and remain in place;
- (ix) Any other polling station duties on the instruction of the Presiding Officer.

Signed:

Date:

January 2019

Privacy Statement

We will only use the information give us for electoral purposes. We will look after personal information securely and we will follow the Data Protection legislation. We will not give personal information about you, or any personal information you may provide on other people, to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that is it necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. You should refer to the Privacy Notice at www.hertsmere.gov.uk/Your-Council/Democracy--Elections/Electoral-Services-Privacy-Notice for further information relating to the processing of personal data. The Privacy Notice explains how the Data Controller will use any personal information we collect about you when you use our services. We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.