



# Electoral Services Privacy Notice



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## Privacy Notice for Elections/Electoral Services

This privacy notice explains how Hertsmere Borough 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)). 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.

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).

### How will we use the information about you?

We use the information to process your applications to be included in 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 Hertsmere Borough 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, 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. Find out more about [what data is collected](#).

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

[elections@hertsmere.gov.uk](mailto:elections@hertsmere.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 [elections@hertsmere.gov.uk](mailto:elections@hertsmere.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 [elections@hertsmere.gov.uk](mailto:elections@hertsmere.gov.uk).

## 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.

## Changes to our Data Protection Policy

Read our  [Data Protection Policy](#) and the changes made.

## How to contact us

If you have any questions or concerns about how we handle your information please contact us if by emailing [elections@hertsmere.gov.uk](mailto:elections@hertsmere.gov.uk) or write to us at:

Electoral Services,

Hertsmere Borough Council,

Civic Offices,

Elstree Way,

Borehamwood,

Herts, WD6 1WA.

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