

Privacy Notice – Casual Staff

This document explains how your information will be held about you and processed by Electoral Services. You can also find out about the General Data Protection Regulations and Data Protection Act 2018 and your rights on the Council's web page link.

This document contains information about:

- Who we are
- Why we collect your personal information
- The legal basis for using your information
- Who we may share your information with
- How you can access the information we hold about you
- How long we keep information about you
- Further information and Data Protection Officer

Who we are

The Electoral Registration Officer and Returning Officer will be the Data Controller for the personal information you provide. Personal information can be anything that identifies and relates to a living person. This could be your name and contact details. As the Data Controller, The Electoral Registration Officer and Returning Officer will use your information for the purpose of electoral employment.

Why we collect your personal information

We will collect enough personal information in order to contact you via post or email, allocate you to specific job roles for elections and/or canvassing, and to provide you payment via BACs. We don't sell your personal information to anyone.

The legal basis for processing your information

According to the General Data Protection Regulations (GDPR) and the Data Protection Act 2018, we must have a reason to collect and use your information.

This reason is: -

The Electoral Registration Officer & Returning Officer has a statutory duty to appoint staff for election duties and canvassing duties.

We keep records about staff employed at current or future elections/canvass. These may be written down or kept on a computer.

These records may include:

- Your name, address, date of birth and National insurance number
- Scanned application forms, documentary evidence, dates of any letters of correspondence.
- Previous election employment history
- Email address and telephone number

Who we may share your information with

For the purposes of an election, your name and contact telephone number may be shared with other staff at polling stations, so they can make contact with you prior to, or on polling day. For the purposes of canvassing work, your name and contact telephone number may be shared with other canvassers, if you are working in a pair, or a group.

Sometimes we have a legal duty to provide your personal information to other organisations, for example the court service or HMRC. For instance, for Real-Time Tax purposes.

We also occasionally have to share your information with our Software providers to provide the statutory service. These organisations are referred to as data processors.

Accessing the information we hold about you

You have the right to request, in writing, details of the information that is held about you and also the right to access a copy of the information. Please see the Council webpage for further information about how to make a subject access request.

Bournemouth, Christchurch & Poole Council will not charge a fee to access your information. Sometimes there may be information that we are not allowed to show you, such as:

- legal information or advice
- crime prevention and detection records
- information that we believe may be harmful to you and your well-being
- details about or provided by other people – this is called third party information (e.g. information from the Police or Department for Work & Pensions)

You may also ask us to: -

stop processing your information i.e. your name, telephone number or email address. You can ask us to remove your details if you no longer wish to be employed by us.

You can write to Electoral Services, Town Hall, Bourne Avenue, Bournemouth, BH2 6DY or email election.staff@bcpcouncil.gov.uk or telephone 01202 633097, to request that your details are removed.

amend any of your data which is inaccurate.

erase or destroy your information (also known as the right to be forgotten).

consider a claim for compensation for any damages caused by a breach of the Data Protection regulations.

How do we store your data and how long do we keep information about you

Your records are processed and stored within our Electoral Management System provided by our software suppliers. Our software systems are designed to keep your data securely and encrypt any sensitive information that we hold. All paper records are stored in a secure working office. More information is contained within our document retention policy, which is available on request.

Further information

If you have a concern about how we are using your information, we would ask you to contact us in the first instance using the address below:

Electoral Services, Town Hall, Bourne Avenue, Bournemouth, BH2 6DY or email election.staff@bcpcouncil.gov.uk

Data Protection Officer

If you are not satisfied with a response to your concerns from the Service, our Data Protection Officer Vivian Bateman, can review any issues regarding Information Rights legislation if necessary. The Data Protection Officer can be contacted at the address below:

Data Protection Officer
Information Governance Team
Town Hall
Bournemouth
BH2 6DY

Information Commissioner

For further information about Information Rights legislation, please contact the Information Commissioner's Office at www.ico.org.uk or by telephone 0303 123 1113