

## **Data Protection Privacy Notice**

Service: Electoral Services  
Team: Electoral Registration  
Processing activity: Administration of the electoral register

### **The Data Controller**

Mark Williams, Electoral Registration Officer  
Address: Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.  
Contactable by emailing [csc@eastdevon.gov.uk](mailto:csc@eastdevon.gov.uk) or by calling 01404 515616.

### **The Data Controller's Representative**

Jill Humphreys, Electoral Services Manager  
Contactable by emailing [jhumphreys@eastdevon.gov.uk](mailto:jhumphreys@eastdevon.gov.uk) or by calling 01395 517550.

### **The Data Protection Officer**

Henry Gordon Lennox  
Contactable by emailing [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk) or by calling 01395 517401.

### **Use of your personal information**

We are using your personal information for the purpose of maintaining the electoral register and on the basis of a legal obligation and public task under being our obligations under the Registration of People Act 1983.

Your personal information will be used by EDDC to update and maintain the electoral register and to communicate with you in respect of formal elections, referendums and polls.

Information may be obtained from other service areas within the council for data matching purposes in compliance with our obligations under the National Fraud Initiative and the Representation of the People Regulations 2001.

### **Who will receive or see my personal information?**

Your personal information will be available to be seen by those within the relevant service and within support services (such as the customer service centre, Legal and Finance Teams and third party payment handler) where necessary to carry out the purpose and will be provided to the following;

Internally with Revenues and Benefits (including Council Tax), Planning Enforcement, Environmental Health (Private Sector Housing), Street Naming and Numbering for the purpose of carrying out our regulatory functions and legal obligations including those under the Local Government Finance Act 1982, Town and Country Planning Act, Housing Acts and the Town Improvement Clauses Act 1847.

Externally, and depending on our legal obligations, some or all of your personal information which you have given us will be accessible to the public through the public register and to elected members / candidates as they have a legal entitlement to the register before an election and after (with details of who has voted). In addition it will be provided to Credit Reference Agencies, Town & Parish Clerks, Political Parties, NFI, registered Third Parties and the court service. We may share your personal information with the Department for Work and Pensions for fraud identification and prevention.

Your information is processed by external printers acting on the Electoral Registration Officer's behalf.

We may also share information with our corporate safety officer when our staff safety is viewed as being at risk. Information may also be shared with partner agencies during safeguarding investigations and for fraud identification and prevention.

Your personal information will be stored securely within our IT system and will not be accessible to anyone else, including other services within the Council, unless detailed above.

## **Retention**

All your personal information will be held by us only for as long as is necessary and then in accordance with any legal requirements imposed upon us and the Council's retention schedule. For more information please go to our website to view our [Retention schedule](#)

## **Transferring personal information outside of the EU**

Your personal information will not be transferred outside the EU or to any international organisations by the Council. It should be noted that the Council has no control over those accessing its online public registers nor what someone does with any information they obtain from them.

## **Your rights**

Whatever our use of your personal information you have the right of access to that personal information (this means confirmation that we are using your personal information, access to it as well as other detail) and the right to seek rectification if the information is inaccurate.

Because we are using your information on the basis of legal obligation and public task then you also have the following rights in respect of how we use your personal information;

Legal obligation – you have the right to restrict processing.

Public task – the right to object and right to restrict processing.

Also, if you object to our use of your personal information and there is no overriding legitimate interest for us to continue using it or we have used your personal information unlawfully or it is no longer necessary for us to have the personal information, the right to erasure is also available to you.

Details on each of these rights and to how you exercise can be found on our website in the [Your Rights](#) pages.

## **Complaints**

If you are dissatisfied with the way the Council has used your personal information then you may wish in the first instance to make a complaint to the Data Protection Officer. This can be done by;

Writing to: Data Protection Officer, Information and Complaints, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

You can also email: [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk) or call 01395 517417.

Alternatively, or if you remain dissatisfied following your complaint to the Data Protection Officer, you may lodge a complaint with The Information Commissioner. The Information

Commissioner is the UK's independent body set up to uphold information rights. The ICO can help and advise you on all matters relating to data protection.

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF