

Returning Officer Privacy Notice

Data Controller – Graham Harris, Returning Officer, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR (Electoral.Registration@dartford.gov.uk)

Data Protection Officer - Marie Kelly-Stone, Head of Legal Services, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR: Email: dataprotection@dartford.gov.uk I liaise with her over good practice in relation to data protection. If you have any concerns or questions about how I look after your personal information, please contact the Data Protection Officer.

Processing activity – I have a statutory duty to process personal information for the purpose of administering an election. Where I intend to process your personal information for a purpose other than that for which the personal information was collected, I will provide you with information on that other purpose before doing so. In general terms, I process personal information relating to:

- publishing the notice of election
- administering the nomination process
- printing the ballot papers
- publishing the notice of poll, statement of persons nominated, notice of situation of polling stations and notice of election agents
- the provision of polling stations
- appointing Presiding Officers and Poll Clerks
- managing the postal voting process
- verifying and counting the votes
- declaring the result

Information requirements- to be able to stand as a candidate at an election, you are required by law to provide me with personal information. In general terms, I process personal information relating to:

- candidate full name(s)
- candidate commonly used name(s)
- candidate date of birth
- candidate full home address
- party name
- candidate signature
- candidate qualification(s)
- subscribe name(s), signature(s) and elector number(s)
- witness personal information including signature
- candidate consent to nomination
- certificate of authorisation (party candidates)
- name, address, office address and signature of appointed election agent
- counting agents and polling agents details
- statement of person(s) nominated for each ward
- notice of poll
- production and issue of poll cards
- waivers
- election notice(s)
- absent voter application forms
- postal voting statement
- postal vote rejection notices

Lawful bases - my lawful bases for processing your personal information are:

- to comply with my legal obligation(s) under the:
 - Local Government Act 1972
 - Representation of the People Acts 1983, 1985 and 2000
 - Political Parties, Elections and Referendums Act 2000
 - Local Government Act 2000
 - Representation of the People (England and Wales) Regulations 2001
 - Representation of the People (Combination of Polls) (England and Wales) Regulations 2004
 - Local Elections (Principal Areas) (England and Wales) Rules 2006
 - Electoral Administration Act 2006
 - Local Elections (Parishes and Communities) (England and Wales) Rules 2006
 - Political Parties and Elections Act 2009
 - Local Democracy, Economic Development and Construction Act 2009
 - Neighbourhood Planning (Referendums) Regulations 2012
 - Local Authorities (Conduct of Referendums) (England) Regulations 2012
 - Electoral Registration and Administration Act 2013
 - for the performance of a public interest task which has a clear basis in law (see above) or in the exercise of official authority vested in me as Data Controller i.e. administering the election in the public interest, as provided for in electoral law

Reasons for processing - some of the information that is collected and shared is classified as:

- special category personal data;
- criminal convictions and offences (including alleged offences).

This is processed for reasons of substantial public interest under the laws that apply to me (see above) where this helps to meet my broader social obligations such as where it is necessary for me to fulfil my legal obligations and regulatory requirements. Dartford Borough Council has a Data Protection Policy that sets out how this information will be handled.

Retention period - I keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept in accordance with the retention period(s) referred to in my Information Asset Register unless exceptional circumstances require longer retention e.g. pending legal action. All information will be held securely and disposed of confidentially.

Your rights – please refer to the Electoral Registration Officer's Privacy Notice for further information on your rights.

Changes to this Privacy Notice – this Privacy Notice will be regularly reviewed and updates placed on the [website](#).

Electoral Registration	Information Asset Owner	Record/Information Description	Retention Period	Statutory or Common Practice	Action at end of retention e.g. disposal or archive	Personal Data	Lawful Basis for Processing Personal Data	Sensitive Personal Data	Lawful Basis for Processing Sensitive Personal Data	Children (under 13) - parental consent required	Held manually and/or on electronic systems (including mobile devices) - list systems/devices	Recipients (including internal Council departments) of personal/sensitive data	Data Processor (i.e. processing undertaken by an external organisation under contract)	Data Processor Contract/ISA Checked - to be varied to incorporate GDPR requirements & ISAs
Electoral Registration Officer Civic Centre Home Gardens Dartford Kent DA1 1DR	ELECTORAL PROCESS													
ELECTORAL REGISTER														
Returning Officer (Local Returning Officer)(Acting) Returning Officer)	Electoral Services Manager	Nomination Register and Alterations	Produced upon request	Common Practice	Archived	Yes - name, address, date of birth	ditto above	Yes -nationality	Substantial public interest - Representation of the People Act 1983 - Representation of the People Regulations 2001 - Legal obligation	No	Manually/Electronically (PDF & Excel)	Returning Officers Candidates	N/A	N/A
ELECTIONS														
Returning Officer (Local Returning Officer)(Acting) Returning Officer)	Electoral Services Manager	All Ballot papers	12 months from close of poll	Statutory	Secure disposal	Yes-name, address, date of birth	Public interest task - Representation of the People Act 1983 - Representation of the People Regulations 2001 - Legal obligation	No	N/A	No	Manually	N/A	N/A	N/A
		Corresponding Number Lists	12 months from close of poll	Statutory	Secure disposal	Yes -name, address, date of birth	Public interest task - Representation of the People Act 1983 - Representation of the People Regulations 2001 - Legal obligation	No	N/A	No	Manually	N/A	N/A	N/A
		Declaration of results	12 months from date of election (no retention online)	Common Practice	Secure disposal	Yes- name, address	Public interest task - Representation of the People Act 1983 - Representation of the People Regulations 2001 - Legal obligation	No	N/A	No	Manually/Electronic (Modern.Gov)	Public Inspection	N/A	n/a
		Notices relating to an Election	Until deadline for an election has passed	Common Practice	Secure disposal	Yes - name, address, date of birth	Public interest task - Representation of the People Act 1983 - Representation of the People Regulations 2001 - Legal obligation	No	N/A	No	PDF	Public Inspection	N/A	N/A
		Absent Voter Lists	12 months from close of poll	Statutory	Secure disposal	Yes - name, address, date of birth	Public interest task - Representation of the People Act 1983 - Representation of the People Regulations 2001 - Legal obligation	No	N/A	No	Manually / Electronic (PDF)	Political Parties Public Inspection Electoral Commission Police Forces Security Agencies	N/A	N/A
		List of voters with disabilities assisted by companions	12 months from close of poll	Statutory	Secure disposal	Yes-name, address, date of birth	Public interest task - Representation of the People Act 1983 - Representation of the People Regulations 2001 - Legal obligation	No	N/A	No	Manually	N/A	N/A	N/A
		Return of Election Expenses	2 years from receipt (Parliamentary & Local) 1 Year from receipt (European Parliamentary and Parish)	Statutory	Return to Election Agent or Secure disposal	Yes - name, address, date of birth	Public interest task - Representation of the People Act 1983 - Representation of the People Regulations 2001 - Legal obligation	No	N/A	No	Manually/ Electronic (PDF)	Public Inspection Electoral Commission	N/A	N/A
		Poll Card Data	12 months from close of poll	Common Practice	Archived	Yes - name, address, date of birth	Public interest task - Representation of the People Act 1983 - Representation of the People Regulations 2001 - Legal obligation	No	N/A	No	Electronic (Excel)	Print UK (subject to contract review)	Print UK	BS ISO/IEC 27001:2013
		Postal Vote Data	12 months from close of poll	Common Practice	Archived	Yes - name, address, date of birth	Public interest task - Representation of the People Act 1983 - Representation of the People Regulations 2001 - Legal obligation	No	N/A	No	Electronic (Excel)	Print UK (subject to contract review)	Print UK	BS ISO/IEC 27001:2013
		Nomination Papers	12 months from close of poll	Statutory	Secure Disposal	Yes -name, address, date of birth	Public interest task - Representation of the People Act 1983 - Representation of the People Regulations 2001 - Legal obligation	No	N/A	No	Manually	Notice Ballot Paper	N/A	N/A
		Candidate's home address form (Parliamentary & Local)	Next working day following 21 calendar days of declaration of result unless an election petition is received	Statutory	Secure disposal	Yes -name, address, date of birth	Public interest task - Representation of the People Act 1983- Representation of the People Regulations 2001 - Legal obligation	No	N/A	No	Manually	Public Inspection Ballot Paper	N/A	N/A
		Record of Deposits	12 months from close of poll	Common Practice	Secure disposal	Yes - name, address, bank details	Public interest task - Representation of the People Act 1983 - Representation of the People Regulations 2001 - Legal obligation	No	N/A	No	Electronic	N/A	N/A	N/A
		Car Registrations -Presiding Officers	Four weeks following completion of the Count	Common Practice	Secure disposal	Yes- car registration numbers	Public interest task - Representation of the People Act 1983 - Representation of the People Regulations 2001- Legal obligation	No	N/A	No	Electronic (Excel)/Manual	CEO/Centre Circle	N/A	N/A
		Employment Information	Until provided to Payroll	Common Practice	Secure disposal	Yes - name, address, date of birth, NI number, email address	Necessary for the performance of a contract with data subject	Yes -nationality	Substantial public interest - DPA 2018 Schedule 1, Part 1 condition - contract obligations	Yes	Manually/Electronic	Shared Payroll service	Mid Kent Services	Shared Payroll Service Collaboration Agreement
ABSENT VOTING														
Returning Officer (Local Returning Officer)(Acting) Returning Officer)	Electoral Services Manager	Election Postal Data	4 weeks after election, unless an election petition	Common Practice	Archived	Yes - name, address, date of birth, NI number, email address	Public interest task - Representation of the People Act 1983 - Representation of the People Regulations 2001 - Legal obligation	No	N/A	No	Electronically (Excel & AventuraGuard)	IT	N/A	N/A