

## Returning Officer - staffing information

### **PRIVACY POLICY DOCUMENT**

Brentwood Borough Council is committed to protecting your privacy when you use our services. We are the data controller, this means we control how your personal information is processed and for what purposes.

The Privacy Notice below explains how we use information about you and how we protect your privacy.

We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at Brentwood Borough Council or call 01277 312500

#### **1. What is personal information?**

Personal information can be any information which relates to a living individual who can be identified from it. This can include information that when put together with other information can then identify a person.

The standard information that we process in accordance with the staffing requirements for an election is:

- Your full name
- Date of Birth
- Address
- Nationality
- National Insurance number
- Documentation to confirm right to work in the UK
- Bank information

Some of the information that is collected is classified as special category personal data. We need to collect this information in order to meet employment regulations.

#### **2. Why do we need your personal information?**

The Returning Officer has a statutory duty to employ staff as necessary in order to administer an election.

### **3. How the law allows us to use your personal information**

We will only use the information you give us for election and electoral registration staffing purposes. We will look after personal information securely and 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 use information in relation administering an election is 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 the Representation of the People Act 1983 and associated regulations.

### **4. Who might we share your information with?**

The Returning Officer shares your data with relevant third parties that process data in connection with payroll and the provision of pension benefits. This enables pay to be processed and payments and deductions to be made as appropriate.

### **5. Telling you about events and services**

We may offer you opportunities to hear about events and services provided by the Council and our partners. When we do we will ask for your consent to do so and offer you a clear opportunity to opt out at any time.

### **6. Is any of our information about you incorrect?**

You can ask to change information you think is inaccurate, you should let us know if you disagree with something we have on record about you.

We may not always be able to change or remove that information but we'll correct factual inaccuracies and may include your comments in the record to show that you disagree with it.

Please let us know if your mobile phone, email address or other contact information changes so that we can keep this information up to date.

### **7. How long do we keep your personal information?**

The Returning Officer will delete staff details from our database if you inform us that you no longer wish to participate in election duties or that you no longer wish to be contacted in relation to election duties.

For more information regarding the retention of staffing documentation, please see the Councils privacy notice.

## **8. Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Council to change incorrect or incomplete data;
- require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- ask the organisation to stop processing data for a period if there is a dispute about the accuracy or legitimacy of the data.

## **9. Keeping your information secure**

We make every effort to keep your information safe:

- We take appropriate care to secure the information we hold about you
- We have robust technical security such as passwords and information encryption
- We have policies and procedures to make sure your information is only available to our employees who need to see it to do their job, and we train these employees appropriately.
- We establish robust procedures and contracts to extend these protections to any other person or organisation we made need to give your information to.

If you would like to exercise any of these rights, or wish to make more enquiries please email Electoral Services on [elections@brentwood.gov.uk](mailto:elections@brentwood.gov.uk) .

## **10. Transfer of information abroad**

The majority of the personal information we store is held on systems in the UK. But there are some occasions where your information may leave the UK either in order to get to another organisation or if it is stored in a system outside of the EU.

We will have additional protections on your information if it leaves the UK ranging from secure ways of transferring information to ensuring we have a robust contract in place with that third party.

We will take all practical steps to make sure your personal information is not sent to a country that is not seen as 'safe' either by the UK or EU Governments.

## **11. Who can you contact about data protection and your rights?**

In the Council you can contact the Data Protection Officer on 01277 312500

For independent advice about data protection, privacy and data sharing issues or to lodge a complaint about how we have handled your information you can contact the Information Commissioner's Office (ICO) at:

You can visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk)

Alternatively you can write or telephone:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

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

For information on data subject rights for individuals and other information, please go to the [www.brentwood.gov.uk](http://www.brentwood.gov.uk)