

Privacy Notice – Electoral Services Temporary Staff at Elections & Canvass

The Electoral Registration Officer and the Returning Officer are the data controllers for the purposes of the Data Protection Act 2018 and the General Data Protection Regulation (Regulation (EU) 2016/679) because they determine the purposes and manner in which your personal data is processed. The purpose of this privacy notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are Electoral Registration Officer, Stroud District Council, Ebley Mill, Ebley Wharf, Stroud, Gloucestershire, GL5 2RL. elections@stroud.gov.uk.

What data we need to collect and the legal basis for processing it:

If you want to work at the elections or the annual voter registration, we will need to process certain information about you including:

- Basic details about you, for example, name, address, date of birth and nationality
- Unique identifiers such as your NI number
- Contact details that you have provided to us
- Data to enable the payment of salaries
- Scanned application forms and dates of any letters of correspondence
- Notes about any relevant circumstances that you have told us
- Details and records about your past and current employment with Electoral Services
- Right to Work and employment details
- Training requests and attendance
- Customers satisfaction survey results

We are collecting and processing this personal data in order to meet legal obligations under employment legislation (e.g. checking your eligibility to work) and perform our contractual obligations (e.g. pay you for the work undertaken). We collect sensitive information about you (e.g. nationality) for the purpose of carrying out our obligations under employment legislation.

How long we will keep your data for:

We will hold this information for 4 years. After this, your information will be deleted.

Why we need to collect your data:

We will use this information for maintaining a list of potential temporary staff at elections and the annual canvass; employing and paying staff at current and future elections and canvasses; and meeting our statutory legal duties.

Where we have received your data from a third party:

We receive some employment applications from Stroud District Council (Human Resources) and other external organisations (such as Recruitment Agencies) in order to acquire a pool of potential staff that met our requirements to be employed.

Who we share your data with and why:

- Stroud District Council (Finance Service and Electoral Services) and Bookcheck Ltd for the payment of staff;
- Central Government departments for purposes such as taxation, pension and PAYE (HMRC);
- Police and Security Services for crime prevention or the detection of fraud;
- Stroud District Council (ICT) for computer systems, software and electronic device access
- Stroud District Council (Human Resources and Electoral Services) for recruitment, Health & Safety, training, performance management and as part of the employer/employee relationship
- Third parties organisations contracted to undertake the collection or processing of the data collected, such as training, or to ensure compliance with statutory obligations.
- For polling station staff, your information will be shared with colleagues that you will be working with, the designated Polling Station Inspector for your polling station as well as other polling stations which fall under the electoral area in case of an emergency.

Your rights as a data subject:

You have the right to have your details removed from the pool of potential employees held by Electoral Services to aid staffing future electoral events.

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have not dealt with your information in a proper manner.

You can ask to see what information we hold about you and have access to it. You can do this by contacting:

Democratic Services and Elections Manager Stroud District Council Ebley Mill,
Ebley Wharf Stroud,
Gloucestershire
GL5 4UB.
elections@stroud.gov.uk

Other questions about the data being processed may also be sent to the above address.

Fraud Prevention and Detection:

Stroud District Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit <https://www.stroud.gov.uk/data-processing-fair-processing-notice>.