



## **Electoral Registration Officer and Returning Officer**

### **Privacy Statement for Employees**

#### **How we use your information**

As an employee of the Electoral Registration Officer (ERO) or Returning Officer (RO) it is necessary for us to collect personal information about you.

This privacy notice tells you what to expect when the ERO or RO collects and processes your personal information.

#### **The personal information we collect about you relating to your employment is:**

- Your name
- Your address
- Your date of birth
- Your National Insurance Number
- Your contact details e.g. mobile, telephone, email
- Your bank details and data to enable the payment of fees
- Right to Work and employment details
- Details and records of your past employments with Electoral Services
- Copies of payslips
- Job preference
- Vehicle details i.e. make, model and registration
- Any declared information regarding a disability or impairment.
- Relevant forms such as Starter Forms and letters of correspondence, both to and from the employee.

#### **How we collect this personal information:**

- Job application forms
- Bank details forms
- New starter forms
- Registration via the Mobile Elections App, known as the MEA
- Registration via iTrent (the Council's payroll software) NB not applicable for existing employees of the Council
- Records of training attended
- Copies of passport details or other proof of Right to Work.

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

The Council needs some information about you to:

- To pay you
- To contact you in relation to your employment
- To inform you of future employment opportunities
- To communicate with you regarding any matters in relation to the role that arise for the duration you are employed.

## **How the law allows the ERO/RO to use your personal information**

- You have entered into an employment contract with the ERO/RO
- It is necessary to protect you
- It is required by law

## **Who do we share your information with?**

- Liberata UK Ltd who provides iTrent which is the Council's payroll service.
- Third parties that provide training specific to the role to which you are employed.

## **How do we protect your information?**

The ERO/RO will do what they can to make sure the records held both on paper and electronically are kept in a secure way and will only make them available to those who have a right to see them.

Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without authorisation to unencrypt the data.
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it.
- Training of staff makes them aware of how to handle information and how and when to report when something goes wrong.
- Regular testing of technology and ways of working including keeping up to date on the latest security update (commonly called "patches").

## **What you can do with your personal information**

The law gives you rights to control what personal information is and how it is used by the ERO/RO.

You can ask for access to the information the ERO/RO holds about you. When we receive a request from you in writing, we must give you access to everything we have recorded about you however we cannot let you see any parts of your records which contain:

- Confidential information about other people; or
- Data a professional thinks will cause serious harm to you or someone else's physical or mental wellbeing; or
- If we think that giving you the information may stop us from preventing or detecting a crime.

This applies to personal information that is in both paper and electronic records. If you ask us, we will also let others see your records (except if one of the points above applies).

You can ask the ERO/RO to change information you think they hold that is inaccurate. They may not always be able to change or remove that information but will correct factual inaccuracies and may include your comments in the record to show that you disagree with it.

You can ask for information to be deleted (right to be forgotten) in some circumstances for example:

- Where your personal information is no longer needed for the reason why the ERO/RO collected it in the first place;
- Where there is no legal reason for the ERO/RO to use your information;
- Where deleting the information is a legal requirement.

Where your personal information has been shared with others, we will do what we can to make sure those using your personal information comply with your request for erasure.

Please note that we cannot delete your information where:

- We are required to have it by law;
- It is for health purposes;
- It is for scientific or historical research or statistical purposes where it would make information unusable;
- It is necessary for legal claims

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

There is often a legal reason for keeping your personal information for a set period of time, as contained within our Document Retention Policy, which you will find on the Council's website.

### **Reviews**

This Privacy Notice will be regularly reviewed to ensure we meet the necessary standards for obtaining, processing, storing and managing personal data. The ERO/RO reserves the right to update this Privacy Notice.

### **How to contact us**

If you have any questions or comments about this Privacy Notice please email: [elections@north-herts.gov.uk](mailto:elections@north-herts.gov.uk)

### **Information Commissioners Office**

If you want to any further information about your privacy rights or to make a complaint you can contact the Information Commissioner's Office at the address below:

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

Email: <https://ico.org.uk/global/contact-us/>

Website: [www.ico.org.uk](http://www.ico.org.uk)