

# Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data to enable us to identify suitable staff to administer polling stations and electoral counts.

Date of Issue: 11 November 2019

Update History:

Version 1	First issue of a new Privacy Notice

Directorate: Resources  
Service: Legal and Strategic Support  
Team: Electoral Services

## About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council  
Market Street  
Newbury  
Berkshire  
RG14 5LD

ICO Registration Number: **Z6825178**  
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

## The Data Protection Officer

The Data Protection Officer for West Berkshire Council is:

**James Gore AMBCS BA**

Contact details can be found here: <http://info.westberks.gov.uk/dpofficer>

## **What data will we collect about you?**

When you express an interest in working for the council in one of our polling stations, or in our electoral count centres, we will ask you for your:

- First and last name
- Email address
- Telephone or mobile number
- Postal address

## **What will we use your data for?**

The data we collect allows the council to select suitable staff for polling stations and count centres during an election.

We need your name to identify you.

Your email address, postal address and telephone number to keep in touch with you about the role and to send you any information you might need to perform the role.

We will never use your data for anything other than the purposes we collect it for.

## **Who will see your data?**

West Berkshire Council officers within the Legal and Strategic Support Service responsible for staffing the election will hold and process your data for the purposes outlined above.

We will not share your information with third parties unless we are absolutely required to by law (for instance government organisations or the police in the event of an emergency or a criminal investigation).

Your data won't be sold, transferred or otherwise provided to any other party.

## **Why do we do this?**

Registering your interest is completely voluntary, but in order to be contacted about available election positions it is necessary to collect and process some personal data.

As a result, the process of expressing an interest rests upon your consent. By providing your details, you consent to the council using your information in the course of finding people to work in its polling stations.

This is the "basis for processing" we are required to identify as part of the GDPR (article 6a).

If you register your interest to work at an election and then change your mind, you can ask Electoral Services team to remove your details. We may decide to keep your data to contact you again about opportunities that occur in the future. If you need to contact the council to discuss either scenario, please contact [electionstaff@westberks.gov.uk](mailto:electionstaff@westberks.gov.uk)

If you are selected to work at an election, other personal information will be required. Please see the [Past and Present Employees Privacy Notice](#).

---

### **How long will your data be kept?**

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule ([www.westberks.gov.uk/retention](http://www.westberks.gov.uk/retention) ).

### **How is your data stored and processed?**

Your data will be held on the council's electronic systems and will be protected using up-to-date technical and organisational security measures.

### **Transfer overseas**

Your data will not be stored or sent outside of the UK.

### **Your rights**

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form ([www.westberks.gov.uk/dprequest](http://www.westberks.gov.uk/dprequest) ) that also allows you to make a request for us to take action about something.

### **Complaints**

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/> ), but you can also do so in writing to:

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

END

---