



Northumberland County Council

This is Your Personal Data ELECTORAL SERVICES

How we handle your information - Temporary Staff at Elections and Canvass

This document explains why we ask for your personal information, how that information will be used and how you can access your records.

Who is the data controller?

Kelly Angus, Electoral Registration Officer & Returning Officer (including Acting, Counting, Deputy, Local Returning Officer, depending on the type of election/poll)

Why is information recorded about me?

To provide this service, we will process information about temporary staff employed at an election or the annual voter registration canvass and the people we need to pay. These may be written down (manual records), or kept on a computer (electronic records).

These records may include:

- Details about you, for example, name, address, date of birth, nationality, email and telephone.
- Unique identifiers (such as your National Insurance number).
- Contact details that you have provided to us.
- Financial details to enable the payment of salaries.
- Scanned application forms and dates of any letters of correspondence we send to you.
- Notes about any relevant circumstances that you have told us about.
- Details and records about your past and current employment with Electoral Services.
- Right to Work and employment details.
- Your previous or any redirected address.
- Training requests and attendance.
- Customer satisfaction survey results.

What is the information used for?

We will use this information for maintaining a list of potential temporary staff at elections and canvassing activities. Your records are used in order to adequately staff elections and our canvassing activities throughout the year allowing us to meet our statutory legal duties. Paid employment places a statutory duty on the data controller to collect information in order to meet legal obligations such as Right to Work, taxation, PAYE and EU Working Time Directive.

How long for?

Your details will be kept and updated in accordance with our legal obligations and in line with statutory retention periods.

Occasions when your information needs to be disclosed (shared) include:

- Northumberland County Council (finance) for the payment of staff.
- Central Government departments for purposes such as taxation and PAYE.
- Northumberland County Council, the Police and Security Services for crime prevention or the detection of fraud.
- Northumberland County Council (ICT) for computer systems, software and electronic device access.
- Northumberland County Council for recruitment, Health and Safety, training, performance management and as part of the employer/employee relationship.
- Any third party organisations contracted to undertake the collection or processing of the data collected, such as training, or to ensure compliance with statutory obligations. To contracted printers towards the production of poll cards, postal packs and other electoral material.
- When the law requires us to pass on information under special circumstances.

Anyone who receives information from us has a legal duty to keep it confidential.

Can I see my records?

The General Data Protection Regulation allows you to find out what information is held about you, on manual and electronic records. This is known as 'right of subject access'.

If you wish to see a copy of your records, you should contact the Data Protection Officer. You are entitled to receive a copy of your records free of charge, within a month.

Do I have other rights?

Data Protection laws allows you other rights; for example if there is an error in your records you have the right to make sure it is rectified or erased.

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

You have the right to be told if we have made a mistake whilst processing your data and we will self report breaches to the Commissioner.

Further information

If you would like to know more about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described in this document, please tell us (these rights may be subject to restrictions due to legal requirements i.e electoral law). Contact Electoral Services on 01670 624811 or elections@northumberland.gov.uk

Data Protection Officer, informationgovernance@northumberland.gov.uk

You can also complain to the Information Commissioner: <https://ico.org.uk/>

**CONFIRMATION OF RECEIPT OF PRIVACY NOTICE
TEMPORARY STAFF AT ELECTIONS AND CANVASS**

Contract of Employment

You are required to ensure that you do not without specific authorisation from an appropriate officer, disclose confidential information or make personal use of it. A breach of trust by an employee, such as the unauthorised disclosure to a third party of confidential information, is likely to make you liable to disciplinary action which may lead to a dismissal. In addition, it may result in civil proceedings if the Council suffers any loss as a result of an unauthorised disclosure. The confidentiality requirement will apply throughout the duration of this contract of employment and beyond.

I confirm that I have read and understood the guidance in relation to GDPR and will act in accordance with its content:-

Name:	
Address in full:	
Telephone:	
Email:	
Date:	
Signature:	

Please return this form to:

Elections Office
Northumberland County Council
County Hall
Morpeth
NE61 2EF

Email: elections@northumberland.gov.uk