

Privacy Notice for Electoral Services (Working for the Returning Officer)

This privacy notice explains how The Returning Officer (the Data Controller) will use any personal information we collect about you whilst you are an employee or after you have left the employment of the Returning Officer.

What information do we collect about you?

We collect personal information you are required to provide to the Returning Officer and personal information you agree to share with us voluntarily. We collect information when you apply to work at the Council. We collect most of this information as a lawful process because it is required by employment law [Art 6(1) (c)]. Some of the information you choose to share with us voluntarily is lawfully processed because you have given your consent [Art 6(1) (a)].

When you complete a form to provide us with information, we will tell you the consequences of failing to provide accurate information on the form. When you agree to share information voluntarily, we will ask you to give your consent to allow us to use your information.

How will we use the information about you?

We will use the information to process your request to undertake elections work. We will ensure that all personal information is kept securely.

We may share your information with individuals that you have provided as a referee.

We will not share the personal information with any external organisation. We may be required to share your personal information with the Police, Internal Audit or a similar agency, or another Council for the purposes of preventing and detecting fraud.

If you're providing us with special category personal information (such as details about your health), we will be processing this under Art. 9(2). If you're providing us with criminal conviction personal information, we will be processing this under Art.10.

How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. We consider what the legislation states and what is good practice to determine how long we need to keep your information. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact GDPR@stalbans.gov.uk.

Your Rights

The General Data Protection Regulations give you specific rights to control your data. The extent to which these rights will apply to you depends upon the reasons we are processing your data.

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@stalbans.gov.uk and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected.

If you would like us to provide a copy of your information, or some of your information, to another organisation you have a right to ask us to transfer a copy. This relates to information you have provided to us that we store electronically.

In some circumstances you can ask us to stop processing your personal information, either completely, or while we consider a correction you have asked for. We may have a good reason for processing your data so we may not be able to delete our records of you. If we cannot comply with your request, we will explain why.

Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be [found here](#). We review this policy annually.

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing GDPR@stalbans.gov.uk or calling 01727 866100.

How to contact us

Please contact us if you have any questions about our Data Protection Policy or information, we hold about you:

By emailing foi@stalbans.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

Complaints

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113.

Consent

By completing the application form, you are giving consent for us to process your personal information for the purposes outlined in the privacy notice with the form.

You have a right to withdraw your consent at any time by emailing GDPR@stalbans.gov.uk or calling the Council on 01727 866100 and speaking to HR. If you withdraw consent, we will not be able to process your application

By ticking the box above to say you have read the Policy, you are agreeing to give consent for us to use your personal information as set out above.