

Electoral Registration Officer for Scottish Borders Council Privacy Notice

Privacy statement for the compilation and maintenance of the Electoral Registers

Who am I?

As the Electoral Registration Officer for Scottish Borders Council I have been appointed by Scottish Borders Council in accordance with the Representation of the People Act 1983. My office is located at Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA and you can contact my Data Protection Officer by post at The Information Management Team, Scottish Borders Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA, by email at: dataprotection@scotborders.gov.uk, or by telephone on 0300 100 1800.

Why do I need your personal information and what do I do with it?

You are giving me your personal information to allow me to fulfil my registration duties as required by law. I may also use your information to contact you by post, email or telephone to maintain my records. If you do not wish me to contact you by email or by telephone please let me know. You can do this by phoning the Electoral Registration Office on 01835825100, by emailing ero@scotborders.gov.uk or by completing the following form: [Unsubscribe from phone and email communications](#)

Legal basis for using your information:

You can find more details of my role on our website at www.scotborders.gov.uk/elreg. Processing your personal information is necessary for the performance of my public task to compile, publish and maintain the Electoral Registers in accordance with the Representation of The People Act 1983 and associated regulations.

Some of the information that I collect is classified as special category personal data. This is processed by reason of the substantial public interest as set out in the Representation of the People Act 1983 and associated regulations. You can find a copy of my special category personal data policy at www.scotborders.gov.uk/eroprivacy

I may also collect information on Criminal Convictions to check that you are still eligible to remain as a registered elector, this is necessary for the performance of my public task to compile, publish and maintain the Electoral Registers in accordance with the Representation of The People Act 1983 and associated regulations.

Information that may be required to register:

Your address, name, date of birth, nationality, your national insurance number, employment details and your email and telephone contact details.

Information that will be required for a Voter Authority Certificate:

In line with the Elections Act 2022, the ERO will also collect personal information to process applications for and produce Voter Authority Certificates. In addition to the information outlined above your (recent) photograph will be required. Your phone number or email address may also be required to process your application.

Please note: the application process for Voter Authority Certificates requires use of a portal managed by the UK Government. The UK Government will therefore process the personal data submitted on behalf of the Electoral Registration Officer for the purposes of the application.

Failure to provide information:

If you do not provide me with the information I have asked for then I will not be able to fulfil my statutory function. Under Electoral Registration law you may be liable for financial penalties for non-compliance.

Who do I share your information with?

To verify your identity, the data you provide will be processed by the Individual Electoral Registration Digital Service managed by the UK Government. As part of this process your data will be shared with the Department of Work and Pensions and the UK Government suppliers that are data processors for the Individual Electoral Registration Digital Service. You can find more information about this here: <https://www.registertovote.service.gov.uk/register-to-vote/privacy>.

I am legally obliged to safeguard public funds so I am required to verify and check your details internally for fraud prevention. I may share this information with other public bodies for the same purpose. I am also legally obliged to share certain data with other public bodies such as HMRC and will do so where the law requires this. I will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with Scottish Borders Council's Record Management Policy in terms of the Public Records (Scotland) Act 2011.

In addition to publishing the Electoral Registers I sometimes need to share the personal information with other organisations. Where this is necessary, I am required to comply with all aspects of the Data Protection Act 2018. What follows is a description of the types of organisations I may need to share some of the information I process for one or more reasons.

Where necessary or required I may share information with the following:-

- Other Electoral Registration Officers
- The Assessor for Scottish Borders Council
- The UK Government – Department of Levelling Up Housing and Communities
- Organisations who buy the Open Register
- Organisations who take part in the National Fraud Initiative
- Other occupants of your address
- Permitted recipients of the full Electoral Register
- Registered political parties, elected representatives (MPs, MEPs, MSPs, and Councillors), candidates, agents and other permitted participants who can use it for Electoral purposes only.
The Electoral Commission provide further details on their website www.electoralcommission.org.uk
- Returning Officer(s) or Counting Officers to enable them to conduct elections and referendums.
- Organisations who process your personal data on my behalf, for example, delivery organisations, mailing houses and contractors or consultants. These organisations are carefully selected and measures are put in place to protect your information

Transferring information overseas

Other than corresponding with you I will not transfer your information overseas.

How long do we keep your information for?

I only keep your personal information for the minimum amount of time necessary. Sometimes this is set out in law, but in most cases it is based on the business need. I maintain a Records Retention and Disposal Schedule which sets out how long I hold different types of information for.

You can request a hard copy from the contact address stated above or in electronic form by emailing ero@scotborders.gov.uk.

Your rights under data protection law:

- **Access to your information** – you have the right to request a copy of the personal information that I hold about you.
- **Correcting your information** – I want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask me to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask me to delete personal information about you where:
 - I. you think that I no longer need to hold the information for the purposes for which it was originally obtained
 - II. you have a genuine objection to my use of your personal information –
 - III. my use of your personal information is contrary to law or our other legal obligations

Please contact me as stated above if you wish to exercise any of these rights.

Information you have given me about other people:

If you have provided me with anyone else's details, please make sure that you have told them that you have given their information to me. I will only use this information to compile, publish and maintain the Electoral Register.

If they want any more information on how I will use their information they can visit www.scotborders.gov.uk/elreg or email ero@scotborders.gov.uk.

Automated Decision Making:

Where I receive information that you may be eligible to register to vote I may make automated decisions during the determination of your eligibility to vote or to issue you with an Invitation to Register.

Complaints

I aim to directly resolve all complaints about how I handle personal information. However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

By phone on 0303 123 1113 (local rate) or 01625 545 745

Visit their website for more information at- <https://ico.org.uk/concerns>

More information:

For more details on your information rights please contact me via telephone or write to me requesting paper copies of my documents.

Contact details:

Brian Rout
Electoral Registration Officer
Council Headquarters
Newtown St Boswells
Melrose
TD6 0SA

Email ero@scotborders.gov.uk
Telephone: 01835 825100

For independent advice about data protection, privacy and data-sharing issues, you can contact the Information Commissioner's Office.

Changes to this privacy notice

I may change this privacy notice from time to time to reflect changes in the law and/or my privacy practices. This privacy notice was last reviewed and updated on 11 July 2023