

# Electoral Services Privacy Notice for Temporary Workers at Elections & Canvass

The purpose of this privacy notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are Electoral Registration Officer / Returning Officer, Electoral Services, Latton Bush Centre, Southern Way, Harlow, Essex CM18 7BL. [registration@harlow.gov.uk](mailto:registration@harlow.gov.uk)

## What data we need to collect and the legal basis for processing it:

To provide this service, we will process information about temporary workers at an election or the annual voter registration canvass. These records include:-

- Basic details about you, for example, name, address, date of birth and nationality
- Unique identifiers such as your NI number
- Contact details that you have provided to us
- Data to enable the payment of salaries
- Right to Work (copies of passport or other relevant documents) and other work details
- Paper application forms and any letters of correspondence
- Notes about any relevant circumstances that you have told us
- Details and records about your past and current work with Electoral Services
- Training records, if applicable

We are collecting and processing this data in order to adequately staff events such as elections and the annual canvass. Paid work on these events 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 the EU Working Time Directive.

## Why we need to collect your data:

We will use this information for maintaining a list of potential temporary workers at elections and the annual canvass; appointing and paying workers at current and future elections and canvasses; and meeting our statutory legal duties regarding all current and future legislation.

## How long we will keep your data for:

We will hold this information for up to 6 years. The period of time that we will hold this data for will depend on our legal obligations which set statutory retention periods. After this, your information will be deleted or archived.

## Who we share your data with and why:

- Harlow District Council (payroll) for the payment of workers;
- Central Government departments for purposes such as taxation and PAYE;
- The Police and Security Services for crime prevention or the detection of fraud;

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- Third parties organisations contracted to undertake the collection or processing of the data collected, such as training, or to ensure compliance with statutory obligations.
- Harlow District Council (ICT) for computer systems, software and electronic device access
- eXpress Software Solutions Ltd, for system access.

In all cases, the personal data provided is only the minimum necessary to enable them to provide service.

### **Your rights as a data subject:**

You have the right to have your details removed from the pool of potential workers held by Electoral Services to aid staffing future electoral events. Please email [registration@harlow.gov.uk](mailto:registration@harlow.gov.uk) if you wish to be completely removed from our system.

For more information on your rights as a data subject please view our main privacy notice on our website by visiting <http://www.harlow.gov.uk/privacy-notice>

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You can ask to see what information we hold about you and have access to it. You can do this by contacting:

Amanda Julian  
Data Protection Officer  
Harlow Council  
Civic Centre  
The Water Gardens  
Harlow, Essex  
CM20 1WG

Other questions about the data being processed may also be sent to the above address.

You also have a right of complaint to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) if you think we have not dealt with your information in a proper manner.

### **Fraud Prevention and Detection:**

Harlow District Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit <http://www.harlow.gov.uk/data-matching>

This privacy notice was last updated August 2018.