



# Staff Details Election Duties

<b>Name:</b>	
<b>Address:</b>	
<b>Date of Birth:</b>	
<b>Home Telephone Number:</b>	
<b>Mobile Telephone Number:</b>	
<b>Email Address:</b>	
<b>Skills and experience that you make you suitable for this role:</b>	
<b>Interested in the following duties:</b>	Polling Station Duty: <b>YES:</b> <b>NO:</b>
	Election Count: <b>YES:</b> <b>NO:</b>
	Door to Door Registration Canvass: <b>YES:</b> <b>NO:</b>
<b>Car Available:</b>	<b>YES:</b> <b>NO:</b>

## Declaration:

By signing the declaration below, I confirm that I am happy to be contacted regarding my availability to work on elections and for my information to be used in line with the privacy notice enclosed.

<b>Signed:</b>	
<b>Date:</b>	

## Privacy Notice – Electoral Services Temporary Staff at Elections & Canvass

This privacy notice is published in accordance with the EU General Data Protection Regulations (GDPR) which formally came into effect on the 25th May 2018. The notice provides general information on the way in which the personal information you provide is managed and processed by the Electoral Registration Officer (the 'data controller').

### The Data Controller and Contact Details

The Electoral Registration Officer (ERO) is the Data Controller for the personal data you provide. The contact details for you to exercise any of your data protection rights or to raise any concerns you may have regarding your personal data are:

Information Governance Officer  
Broxtowe Borough Council  
Foster Avenue, Beeston, Nottingham  
NG9 1AB

Email: [dp@broxtowe.gov.uk](mailto:dp@broxtowe.gov.uk)  
Tel: 0115 917 3685

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

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 records include:

- Basic details about you, for example, name, address, date of birth and nationality
- Unique identifiers such as your NI number
- Contact details you have provided to us
- Data to enable the payment of salaries
- Scanned application forms and dates of any letters or other correspondence
- Notes of any relevant circumstances you have told us about
- Details and records about your past and current employment with Electoral Services
- Right to Work and employment details
- Election staff survey results

We are collecting and processing this data in order to adequately staff events such as elections and the annual canvass. Paid employment 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.

### How long we will keep your data for:

Your personal data will be stored for the entirety of your employment and for the period detailed in our records retention policy after your employment ceases. After this, your information will be deleted or archived.

Limited data will be kept permanently for on-going purposes such as the production of references on your behalf.

### Why we need to collect your data:

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

### Who we share your data with and why:

- The Returning Officer and their staff for organisational purposes on election day;
- Broxtowe Borough Council (Payroll) for the payment of staff;
- Central government departments for purposes such as taxation and PAYE;
- Broxtowe Borough Council, the Police and Security Services for crime prevention or the detection of fraud;
- Broxtowe Borough Council (ICT) for computer systems, software and electronic device access;
- Broxtowe Borough Council for recruitment, Health & Safety, training, performance management and as part of the employer/employee relationship;
- Third party organisations contracted to undertake the collection or processing of the data collected, such as training, or to ensure compliance with statutory obligations.

### Your rights as a data subject:

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

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 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.

You can ask to see what information we hold about you and have access to it. You can do this by contacting the Information Governance Officer at Broxtowe Borough Council.