

Election Privacy Notice

The following statement explains how information is handled by the Council and Returning Officer for election purposes.

Who we are:

Renfrewshire Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and having its chief office at Renfrewshire House, Cotton Street, Paisley, PA1 1TT , United Kingdom. The Returning Officer and Counting Officer for Renfrewshire is the Council's Chief Executive, Alan Russell, who is registered as a separate Controller with the Information Commissioner's Office. You can contact our Data Protection officer by post at this address, or by email at: dataprotection@renfrewshire.gov.uk

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

The Electoral Registration Officer (ERO) is responsible for compiling and maintaining the Electoral Register. The ERO is a separate Controller, whose Privacy Policy can be accessed here:-
[5b0c07_c22af53599d94c868cba62088bae5ad5.pdf](#)

At every election, from the information on the Electoral Register, the ERO prepares and sends information on behalf of the Returning Officer to the Council's printers to allow your poll card to be issued by and on behalf on the RO. This will include:-

- your full name and address,
- whether you have chosen to vote in person or by post, and
- whether you have appointed a proxy and if so, the last of those, the proxy's details.

Postal Voters:-

If you have chosen to vote by post, there will be another data file sent to the printers by the ERO on behalf of the Returning Officer containing your name and address. In addition, the Council, on behalf of the Returning Officer, receive another file which is uploaded on to the postal vote system. That file has:-

- your name,
- address,
- date of birth and
- a digital image of your signature.

As postal votes are received the Council, on behalf of the Returning Officer, holds your signed postal voting statement which will include:-

- your name,
- address,
- date of birth and
- wet signature.

As each vote is returned, a marked register of postal voters is retained.

Ballot Box Registers

In advance of polling day, the Council, on behalf of the Returning Officer, receives ballot box registers and absent voters lists which again contain names, addresses and voting method choices. Polling staff will then use those and they become marked registers which confirm whether or not you have voted.

Corresponding numbers lists are also used confirm which ballot papers were handed to which voters.

Ballot Papers

Ballot papers contain no personal data, but obviously disclose which way a voter voted. No individual Council officer can match the voter to the ballot paper as they would not have access to all of the necessary documents at one time. However, in the event of a court order, the marked registers, corresponding numbers lists and ballot papers would allow a matching exercise to be carried out.

Post -Election

All of the above information is signed over by the Returning Officer to the Council (received by the Monitoring Officer) and are retained for a period of one year before secure destruction. They cannot be opened without a court order, with the exception of marked registers, which can be copied and passed to political parties for campaigning purpose on payment of the statutory fee.

For Candidates and Agents

The Council receive nomination papers which include details such as names and addresses. Most of these are retained for a period of 1 years prior to secure destruction.

Candidate expenses returns are retained for public inspection for a period of two years after which they are destroyed.

Legal basis for using your information:

Processing your personal information is necessary for the performance of the Council's statutory functions as a local authority and the Chief Executive's as Returning and Counting Officer for Renfrewshire.

International transfers:

There will be no international transfers of your information.

Complaints:

We seek to resolve directly all complaints about how we handle personal information. If you have a complaint about how we have handled your personal information, you can

contact the Council's Data Protection Officer by email at dataprotection@renfrewshire.gov.uk However you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, whose contact details are as follows: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Website - <https://ico.org.uk/concerns>

More information:

There is more detail on how the council processes personal information on our website at <http://www.renfrewshire.gov.uk/article/2201/Privacy-policy>