

**Service Area: Electoral Services
Directorate: Legal & Governance
PN-008b**

04/2026

The **Electoral Services team** are part of Nottingham City Council who supports the Electoral Registration Officer (“ERO”) and Returning Officer (“RO”) as separate statutory officer holders. The ERO and RO act as independent data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- Recruitment of staff for managing polling stations, canvassing, ballot counting and any other elections related work.

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the ERO and RO process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to your: (this may include all, or some of the following, depending on the service).

- Name

- Address
- Phone Number(s)
- National Insurance number
- Date of Birth
- Email address
- Right to work documentation e.g., Passport / Driving Licence
- Bank details (Account name, Sort Code and Account Number)
- Training data undertaken in relation to the role
- Hours worked

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this is necessary to perform a task in the public interest and in the exercise of official authority vested in the Returning Officer and Electoral Registration Officer.

This is a result of the powers or duties contained in:

- **Schedule 1 (Parliamentary Election Rules) of the Representation of the People Act 1983**
- **Section 8(2)(a) of the Representation of the People Act 1983**

An additional basis under which we use your personal information for these purposes is that of Consent. You can withdraw your consent for us processing your personal data by contacting Electoral Services on 0115 876 4111 or at elections.staff@nottinghamcity.gov.uk.

Will my information be shared with other organisations or used for other purposes?

The ERO and RO will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The ERO and RO may also share your information when we are obliged to by law.

In relation to this service, the ERO and RO may share your personal information with:

- **Nottingham City Council**

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You are not obliged by statute or contract to provide the information that is specified here. However, if we were not able to process your personal data, you will not be appointed to participate by the Electoral Registration Officer and/or the Returning Officer.

How long will the ERO and RO retain the data for?

The information that you have provided will be kept for as long as you wish to remain a part of the elections and canvass staff database. We will remove any of your personal details once you inform us you no longer want to participate.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website: <https://www.nottinghamcity.gov.uk/your-council/about-the-council/access-to-information/information-request/>. You can find the IAR at the bottom of the website under the banner “Nottingham City Council’s Information Asset Register”.

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

A right to request a copy of your information

A right to request rectification of inaccurate personal data

A right to request erasure of your data known as ‘the right to be forgotten’

A right to in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision-making including profiling

However, the ERO and RO can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

You can contact the data protection officer at:

Loxley House,

Station Street,

Nottingham,

NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner’s Office

The Information Commissioner’s Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You

also have the right to complain to the ICO if you consider that the ERO and RO have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,
Cheshire
SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .