

Privacy Notice for casual election staff

What this document is for

This privacy notice explains how personal data about individuals is collected, used and shared by Broadland District Council and South Norfolk District Council's Electoral Registration Officer (ERO) and Returning Officer (RO) as an independent Data Controller, in relation to casual employment in relation to elections.

You need to be aware of this Privacy Notice if you are submitting information for a casual election position.

By 'use' we mean the various ways it may be processed, including storing and sharing the information.

Further details

We also provide the following details in our general privacy notice on our websites:

[Broadland District Council privacy policy](#)

www.south-norfolk.gov.uk/privacy-policy

This also includes details your rights under the UK General Data Protection Regulation (the UK GDPR) and how to exercise them.

What we use your information for

Elections Team

- Consider an application for a position, and make a job offer.
- If employed, contact you about the position and make any necessary contact regarding the election and associated arrangements ahead of the election and on polling day.
- Making other casual members of staff aware of your contact details ahead of polling day to make necessary arrangements, if employed at a polling station.
- Make right to work checks.

Payroll

- If employed, to make payments to you in relation to your casual employment.

What personal data we collect and use about you

- Contact Information - this could include your name, property address, email address, and telephone numbers
- Information to enable us to pay you – bank details, national insurance number, tax information

- Vehicle registration number
- Information to enable us to perform right to work checks – passport, national insurance number

Who provides this information

We receive all of this information from you.

Who we share your information with

Your data may be shared internally for the purposes of the recruitment exercise and, if you are employed, with

- Broadland District Council's and South Norfolk District Council's Payroll Department
- Other casual members of staff (such as Polling Station Inspectors and polling station colleagues if you are employed in a polling station role) – this is limited to name, address, mobile number and position held.

Your data will also be shared externally with third parties, such as

- Election software supplier Democracy Counts, if there are specific issues related to the Elector8 staff portal account.
- Election Claims Unit (ECU) restricted to name and amount paid if your payment exceeds £2500.
- Home Office and other government departments, their agencies and local authorities with regards to the right to work checks.

Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How the law protects you and the legal basis for processing your information

We will need to process data to take steps to enter into an engagement of work with you. The Councils and ERO/RO have a lawful basis to collect and process personal data as it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer and Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

How long will we keep your personal information for

Elections Team

Your personal data will be retained and reviewed on a regular annual basis. Your engagement with the Elections Team will end once you have asked to be removed

from our system and no longer wish to be considered for casual election work, or when your casual employment is terminated by the Elections Team for Broadland District Council and South Norfolk District Council.

Your data is removed within one calendar month of such a request or termination providing you have not previously been employed on an election within 12 months, otherwise your details will be frozen until the Election Claims Unit (ECU) have approved all payments (usually within 6 to 12 months) and will then be deleted.

In relation to right to work checks, we keep the copies of relevant documentation securely for the duration of your employment and for a further two years after you stop working for us.

Payroll / payment information

Financial information for payroll payments and the ECU is retained for 7 years for tax and audit purposes.

How we keep your information

We take the security of your personal data seriously. We have internal policies and controls in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Personal data will also be stored in a range of different places electronically on the Council's secure network including the elections management software, the Elector8 staffing portal account which you are required to set up once you have been offered casual employment.

What if you do not provide personal data?

You are under no statutory obligation to provide personal data to the elections team for both Broadland District Council and South Norfolk District Council during the casual worker recruitment process. However, if you do not provide the data, we will not be able to offer you work.

Changes to this notice

We may amend this privacy notice at any time so please review it frequently. The date below will be amended each time this notice is updated.

This notice was updated February 2021.