



# Privacy Notice - Election Candidates and Agents

This Privacy Notice provides advice relating to the processing of election candidates, agents and subscribers' data. This notice should be read in conjunction with the Electoral Services Privacy Notice available at [www.southkesteven.gov.uk/electoralregister](http://www.southkesteven.gov.uk/electoralregister)

### Information we collect and what we use it for

The Electoral Registration Officer/Returning Officer is a data controller. Returning Officers have a statutory duty to process certain personal data for the purpose of administering elections and referendums.

In addition to the information provided to the Electoral Registration Officer for the purpose of registering to vote and applying to vote by post or by proxy, the Returning Officer will use and process information relating to :

- Candidates
- Candidate's agents
- Individuals subscribing nomination papers

Candidates: we collect basic information, such as name, address, qualification to stand for election, date of birth, signature, party affiliation and details of candidate spending. We also collect additional optional information, such as telephone number and email address.

Agents: we collect basic information, such as name, home and office address, signature and party affiliation. We also collect additional optional information, such as telephone number and email address.

Subscribers (electors who sign a candidate's nomination paper) : we collect basic information, such as name, electoral number and signature.

The Returning Officer is legally obliged to collect this data as part of the processes for the nomination of candidates and appointment of agents. The data is published on statutory notices and included on ballot papers. Candidates at local government, parish council and Parliamentary elections can select to withhold their home address from statutory notices and ballot papers. A home address form is used in these cases. Nomination papers are available for public inspection from the close of nominations until the day before the poll. The home address form can only be inspected certain people as specified in the regulations.

Election spending returns are also required by law to be made available for public inspection.

Where contact details are provided, such as telephone numbers and email addresses, these are only used by the Returning Officer and his staff for communicating with you about the election.

### Legal basis for processing this data

The collection and processing of this information is required in performance of a task carried out in the public interest and in the exercise of our official duty under the Representation of the People Act 1983 and associated legislation and regulations.

### Who we will share your information with

The Returning Officer may share this data with staff within the Council who support the delivery of elections, with the Electoral Commission and with contractors, such as the print company contracted to produce ballot papers and postal vote packs.



## Privacy Notice – Election Candidates and Agents

---

### How long we hold your information

The Electoral Registration Officer and Returning Officer is obliged to process your personal data in relation to preparing for and conducting elections and referendums. Your details will be kept and updated in accordance with our legal obligations and in line with statutory retention periods as detailed below:

<b>Data held</b>	<b>Retention period</b>
Nomination papers	1 year after the election
Home address form at Parliamentary elections	21 calendar days after return of the writ
Home address form at Local government elections	35 working days after the declaration of the result
Spending returns	2 years from receipt (1 year for parish/town council elections)

### Further Information

For more information about how the Council uses your data, including your privacy rights and the complaints process, please see our Corporate Privacy Notice at <http://www.southkesteven.gov.uk/index.aspx?articleid=13742>