

Privacy Policy – Electoral Services

Your Personal Data

Who we are

We are Preston City Council and your privacy is important to us. We aim for full transparency on how we gather, use, and share your personal information in accordance with the General Data Protection Regulation.

If you have any concerns about how the Council is handling your personal data, these can be raised with the Council's Data Protection Officer:

Preston City Council
Lancaster Road
Preston
PR1 2RL

Email: info@preston.gov.uk

We keep our privacy notice under regular review and we will place an updated version on this page.

This will help ensure that you are always aware of what information we collect and how we use it.

What we need

We collect your name, address, email address and telephone number. We might also collect your nationality, date of birth, national insurance number or the reason you might require a postal or proxy vote. We may require further evidence from you such as copies of your passport, marriage certificate or driving licence.

Why we need it

The Council uses your personal information in order to allow you to vote in elections. We are required by law to provide an electoral service. In order for us to do this, you must provide your personal information to us. The processing of your information is necessary for compliance with the legal obligations contained within Electoral legislation.

What we do with it

We use it to compile the electoral register and to run elections.

Your personal information will be treated as confidential but it may be shared with other Council services in order to ensure our records are accurate and up-to-date, and to improve the standard of the services we deliver. We will only use your

information in ways which are permitted by the General Data Protection Regulation and the current UK Data Protection law.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website at www.preston.gov.uk

This authority has a duty to protect the public funds it administers, and may use information held about you for all lawful purposes, including but not limited to the prevention and detection of crime including fraud and money laundering.

The Council may also use your information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share your information with other bodies responsible for detecting/preventing crime including fraud or auditing/administering public funds.

There is also information about your computer hardware and software that is automatically collected by Preston City Council. This information can include: your IP address, browser type, domain names, access times and referring Web site addresses. This information is used by Preston City Council for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Preston City Council Web site.

Our software providers will also store your information, but only on our instructions. They won't use it for any other reasons, and they have to look after it in the same way we would. You can view their privacy information [here](#).

We are required to provide copies of the full electoral register to certain organisations and individuals by law. They may use it for their own reasons that are different to ours, but they still have to look after it in the same way. A full list of these organisations and individuals can be viewed on the Electoral Commissions website [here](#).

To verify your identity, the data you provide will be processed by the Individual Electoral Registration Digital Service managed by the Cabinet Office. As part of this process your data will be shared with the Department of Work and Pensions and the Cabinet Office suppliers that are data processors for the Individual Electoral Registration Digital Service. You can find more information about this [here](#).

If you have opted to be included in the open register, by law your information can be shared with anyone who requests it. They may use it for their own reasons that are different to ours, but they still have to look after it in the same way. The electoral register can also be viewed, but not copied, at the Town Hall by anyone who requests it.

Our printing company will also use your information, but only on our instructions. They won't use it for any other reasons, and they have to look after it in the same way we would.

Some Preston areas form part of the Fylde and Wyre & Preston North parliamentary constituencies and if you live within any of these areas your data will be shared between the Council's for the purpose of administering parliamentary elections

What are your rights

You have the right to:

- request a copy of your information (known as a subject access request)
- request rectification or erasure of your information,
- request a restriction on the processing of your information, and,
- object to processing of your information,
- complain to the Information Commissioner's Office about the way the Council processes your information.
- set your browser to remove or reject cookies before using Preston City Council website

If you require further information about the use of your data or would like to exercise any of the above rights, please contact:

Data Protection Officer
Preston City Council
Town Hall
Lancaster Road
Preston
PR1 2RL

Transferring information overseas

In certain circumstances we may transfer your information to organisations in other countries on the basis that anyone to whom we pass it protects it in the same way we would and in accordance with applicable laws.

How long we keep your information

We will keep your information for as long as it is required by us or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons. In most cases this will be a minimum of six years. More information on our retention schedule can be found online.

Website information

Preston City Council encourages you to review the privacy statements of Web sites you choose to link to from Preston City Council so that you can understand how

those Web sites collect, use and share your information. Preston City Council is not responsible for the privacy statements or other content on Web sites outside of the Preston City Council family of Web sites.

Use of Cookies

The Preston City Council Web site use "cookies" to help you personalise your online experience. A cookie is a text file that is placed on your hard disk by a Website via your web browser. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

For more information please refer to our *Cookies page*.