

Stirling Council

Privacy Notice

Find out how Stirling Council uses personal data by checking the Council's website at the following address: <http://www.stirling.gov.uk/dataprotection>

Our website contains a Register of Data Processing which lists all the different ways in which the Council uses personal data.

This Privacy Notice provides more information about just one of those processes.

Title of Process	Elections
Why does the Council process personal data?	Data is processed for the various processes required for the overall running of an election.
What personal data is used?	<p>Personal data relates to:</p> <ul style="list-style-type: none"> - All those appearing on the Electoral Register for the Stirling Council area; - Candidates standing for an Election in the Stirling Council area, and their agents/sub-agents; - Individuals employed to work in Polling Stations for Elections in the Stirling Council area; - All members of the public in the Stirling Council area who take part in consultation process regarding review of polling districts and polling places (5 yearly) <p><u>Electoral Register information</u> Name, address, method of voting at that election (Station, Postal or Proxy) and Electoral Registration Number</p> <p><u>Postal Voter information</u> Name, , address, method of voting at that election (Postal or Postal Proxy), Electoral Registration Number, Date of Birth, Contact Details (phone number or email address) and copy of signature</p> <p><u>Candidate & Agent Info</u> <u>Candidates</u></p>

	<p>Name, address, signature, date of birth, also a 'witness' name, address and signature</p> <p><u>Subscribers to Candidate Nominations</u> Differing amounts of Subscribers required for different election types - name, address, signature, electoral registration number</p> <p><u>Agents & Sub Agents</u> Name, office address, signature, contact details (phone and/or email)</p> <p><u>Candidate Spending Returns</u> Details of spending for their election campaigns, including details of donations received and who from (individuals or organisations)</p> <p><u>Polling Station Staff</u> Name, address, contact details (email or phone), date of birth, current/previous occupation, national insurance number, income tax status/band, membership of any political party,</p> <p><u>Review of Polling Districts and Polling Places</u> Name, address and contact details, details of any disability they may have for all those responding to the consultation process.</p> <p><u>"Special Category" Data</u> Health (physical or mental)</p> <p>Review of Polling Districts & Polling Places - Those responding to the consultation process are asked to advise if they have any type of disability.</p> <p>Political opinions</p> <p>Candidate & Agent Info - Political alignment/opinions of candidates, agents, sub-agents and subscribers will be identified due to the Political nature of the process.</p> <p>Polling station staff - Would also be asked to confirm any political party membership etc (in order to try to ensure political impartiality of polling station staff).</p>
<p>What makes it lawful for the Council to process this personal data?</p>	<p>We process this personal data to enable us to comply with statutory obligations in relation to elections.</p>
<p>Where does the Council obtain personal data from?</p>	<p><u>Electoral Register information and Postal Voter information</u> Electoral Registration Office.</p>

	<p><u>Candidate & Agent Info</u> Candidates and/or agents themselves.</p> <p><u>Polling Station Staff</u> Those applying to work as polling station staff</p> <p><u>Review of Polling Districts and Polling Places</u> Those choosing to respond to the consultation process themselves.</p>
<p>Where does the Council keep personal data?</p>	<p><u>Electoral Register information and Postal Voter information</u></p> <ul style="list-style-type: none"> • The data provided by the Electoral Registration Office is saved on the shared network drive, in electronic (spreadsheet) format. • Data is also initially stored within a shared network folder between the ERO and the Election Team – used for the secure transfer of the key files. • Paper copies are also provided for use in Polling Stations these are initially distributed out to each of the Presiding Officers at Polling Stations • Some non-sensitive elector data may also be held in sent/received emails for those electors who contact the Election office with specific queries or requests. <p><u>Candidate & Agent Info</u></p> <ul style="list-style-type: none"> • Paper copies will initially be stored in the Election Office • Some data may also be stored in sent/received emails. <p><u>Polling Station Staff</u></p> <ul style="list-style-type: none"> • Paper copies will initially be stored and securely destroyed some time following the Election. • Data may also be stored in sent/received emails. • Staffing details are entered and managed on the EROS Election Management Database (which is a shared database administered by the ERO and used by us, Clacks and Falkirk Election Teams) <p><u>Review of Polling Districts and Polling Places</u></p> <ul style="list-style-type: none"> • Paper copies will be stored in the Democratic Services Office. • Data may also be stored in sent/received emails.
<p>How long does the Council keep personal data?</p>	<p><u>Electoral Register information and Postal Voter information:</u></p> <ul style="list-style-type: none"> • All hard copies of the electoral registration data are stored for 1 year from the date of the Election and

	<p>then securely destroyed as a matter of urgency thereafter - in line with legislative requirements.</p> <p><u>Candidate & Agent Info</u></p> <ul style="list-style-type: none"> • Hard copies of the majority of the data are stored for 1 year from the date of the Election and then securely destroyed as a matter of urgency thereafter - in line with legislative requirements. • There is a specific legal requirement for “home address forms” submitted during the Candidate nomination process to be deleted earlier than all other documentation, usually a number of weeks after Polling Day. • Data stored in sent/received emails will generally be deleted as soon as possible following an election – though there are no set procedures in place for this. • Candidate spending returns – open to public inspection for 2 years beginning with the date when the return is received and then securely destroyed. Addresses of individuals making donations would be removed from copies available for public inspection. <p><u>Polling Station Staff</u></p> <ul style="list-style-type: none"> • Paper copies of application forms are securely destroyed as soon as possible after Polling Day. • All staffing details are entered onto the EROS Election Management Database and remain on that database for future use. <p><u>Review of Polling Districts and Polling Places</u></p> <ul style="list-style-type: none"> • Paper copies will be destroyed as soon as possible after the final decision has been taken by Council. • Data stored in sent/received emails will also be deleted as soon as possible after the final decision has been taken by Council.
<p>Who does the Council share personal data with?</p>	<p>Electoral Register Data and Candidate data is shared with IDOX, who provide Election Services under contract – provision of ballot papers, postal votes, election stationery and management of the postal vote opening process.</p> <p>Electoral Register Data is also shared (hard copy) with all Presiding Officers for each Polling Station, for the purposes of holding the poll on Polling Day.</p> <p>For Scottish Parliamentary Elections, it is also necessary to share all Electoral Register data and Staffing data relating to Ward 3 (Dunblane & Bridge of</p>

	<p>Allan) with the Clackmannanshire Council RO/Election Team, as this Ward comes under the Scottish Parliamentary Constituency administered by Clackmannanshire Council, to allow them to run the SP Election within Ward 3.</p> <p>Staffing data for each polling station is also shared with Police Scotland as part of the security arrangements around the election. Staffing Data is also provided to Presiding Officers (contact numbers for the other staff working in their polling place) along with their ballot boxes and other data.</p> <p>Data relating to candidates, agents and subscribers is shared publically via the publication of certain statutory notices – notice of poll, notice of appointments of agents, declaration of results.</p>
<p>Who do I contact about my personal data?</p>	<p>The Council has a Data Protection Officer to make sure it is complying with data protection laws.</p> <p>The Council's Data Protection Officer is Kevin O'Kane, Audit Manager.</p> <p>He can be contacted at: Data Protection Officer, Stirling Council, Teith House, Kerse Road, Stirling FK7 7QA Email: dataprotection@stirling.gov.uk Telephone: 01786 404040</p>