

## Returning Officer Privacy Notice – Election Employees

The Returning Officer has a statutory duty to process certain personal data for the purpose of administering election and referenda; and as such, is the 'data controller'. This means the Returning Officer decides how your personal data is processed and for what purposes.

The Returning Officer for East Renfrewshire, Steven Quinn, is registered with the Information Commissioner's Office as a data controller under registration number is ZB655762.

In order to deliver this service and fulfil his statutory responsibilities in respect of these functions, he is required to employ individuals as election staff to work at polling stations, at the counting and postal vote processes and for other specified duties.

### What is personal data?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

### What information the Returning Officer will collect from you?

Democratic Services facilitates the recruitment process on behalf of the Returning Officer. To be able to work at an election, personal information is required as part of the application process and will comprise:

- Full name & Address
- Date of birth
- National Insurance Number
- Bank details
- Email address
- Telephone number/s
- Appointment and remuneration of Polling Station Inspectors, Presiding Officers, Poll Clerks, Postal Vote Opening Staff, Count Staff and any other person employed by the Returning Officer for election purposes
- Election training
- Proof of eligibility to work in the UK.

### What is the information used for?

Personal information is collected so that Democratic Services can ensure staff are employed in accordance with legal requirements and are then duly paid for carrying out their election duties. The data is then stored so that the staff can be contacted about forthcoming / future events to see if they are interested in working again for the Returning Officer.

### What is the legal basis for processing (using) your personal data?

The Returning Officer will only process your personal data when there is a lawful reason to do so as set out within the UK GDPR. For the purposes of election employment this will be:

- Article 6(1)(b) – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Article 6(1)(e) – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

The lawful reason for employing individuals to work on elections is to facilitate the process whereby the Returning Officer fulfils their statutory duties as outlined in the Representation of the People Act 1983, Local Government Scotland Act 1973 (as amended) and the Local Electoral Administration (Scotland) Act 2011.

## Who information will be shared with

East Renfrewshire Council's payroll department facilitates the payment of staff on behalf of the Returning Officer and will share information with His Majesty's Revenue and Customs (HMRC) in terms of tax and national insurance contributions.

Democracy Counts, the electoral management software (EMS) supplier. Employee names and email addresses and personal details are held in the electoral management database. The software supplier may be able to access these records when assisting with technical support calls in relation to the administration of the database.

Colleagues working in or with polling stations, e.g. poll clerk details with any presiding officers within the same venue and the polling station inspector, presiding officers with the other presiding officer where there is more than one station and the polling station inspectors, polling station inspectors with the presiding officers in their rounds and the other inspectors.

## How long do we store the personal information

Personal data are kept safe and secure within the electoral system for as long as the individual wishes their details to be retained for the recruitment to staffing positions for future elections.

If you wish to have your details removed from the electoral staff database then you should send an email to [electionoffice@eastrenfrewshire.gov.uk](mailto:electionoffice@eastrenfrewshire.gov.uk) requesting this. This will mean that we will be unable to employ you in the future as all appointments are made by email and an email is required to setup and distribute various elements of the polling station online training.

## What are my rights?

Under data protection legislation, you have the right to:

- Rectify your personal information if it is inaccurate;
- Access your personal information held by us
- Complete your personal information if it is incomplete;
- Restrict the processing of your personal information in certain circumstances;
- Erase your personal information in certain circumstances.
- Object to the processing of your personal information
- Object to decisions being made by automated means

To exercise any of these rights you can contact the Returning Officer's office regarding your data protection rights, the processing of data, or to request access to information the Returning Officer holds about you by emailing [electionoffice@eastrenfrewshire.gov.uk](mailto:electionoffice@eastrenfrewshire.gov.uk)

You have the right to submit a complaint if you are unhappy with the way your request is handled or you disagree with a decision by the Returning Officer, regarding your data. In these circumstances you can contact the Data Protection Officer (DPO) and request a review of the decision by sending an email to [DPO@eastrenfrewshire.gov.uk](mailto:DPO@eastrenfrewshire.gov.uk).

If you are not satisfied with the DPO outcome you can raise a complaint with the ICO and details of how to do this can be found on their website at <https://ico.org.uk/make-a-complaint/data-protection-complaints/data-protection-complaints/>

## Further information

If you would like to know more about how we use your information or you would like to inform us of a change to your contact details, please contact us using the details below:

### **Democratic Services (Election Office)**

East Renfrewshire Council  
Eastwood Park  
Rouken Glen Road  
Giffnock G46 6UG

Tel: 0141 577 3033

Email: [electionoffice@eastrenfrewshire.gov.uk](mailto:electionoffice@eastrenfrewshire.gov.uk)

*This notice was created in January 2024.*