

**Nottingham City Council  
Information Compliance**

**Team Electoral Services  
Service Area Legal & Democratic  
Directorate Strategy & Resources  
PN 008b**

**January 2021**

We will use the information provided by you for your employment at elections or at the annual canvass. The basis under which the Returning Officer/Electoral Registration Officer uses personal data for this purpose is that this is necessary for the performance of a contract.

The appointment of the Returning Officer to conduct an election (including the recruitment of election staff) on behalf of the council, is set out in Regulation 35(1) of the Representation of the People Act 1983.

The appointment of the Electoral Registration Officer to maintain the Electoral Register (including the recruitment of canvassers) on behalf of the council, is set out in section 8(2)(a) of the Representation of the People Act 1983

You need to provide this information if you wish to enter into a contract with The Returning Officer/Electoral Registration Officer for the purpose of your employment.

The information that you have provided will be kept for the duration of your employment at Nottingham City Council and for 1 year after you cease to be employed by Nottingham City Council. Or for up to 28 days after a request for information to be removed from the Returning Officer/Electoral Registration Officer records is received

Further information about retention can be found at: <http://ims.nottinghamcity.gov.uk/iar>

The Data Controller is Mel Barrett, Nottingham City Council, Loxley House, Station Street, Nottingham NG2 3NG .

The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at the above address or at [data.protectionofficer@nottinghamcity.gov.uk](mailto:data.protectionofficer@nottinghamcity.gov.uk).

The UK General Data Protection Regulations and the Data Protection Act, 2018 provides for the following rights as prescribed by the legislation:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data

- A right to request erasure of your data known as ‘the right to be forgotten’
- A right to in certain circumstances to request restriction of processing
- A right in certain circumstances to request portability of your data to another provider
- A right to object to processing of data in certain circumstances
- A right regarding automated decision making including profiling

Please note that if you are unhappy with a decision regarding the handling of your data you have the right to complain to the Information Commissioner’s Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. See also the Information Commissioners website at <https://ico.org.uk/your-data-matters/> .

For more information about these rights please refer to our detailed Electoral privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .