



Electoral Registration Officer Retention Policy

May 2018

Document	Does the document contain personal data?	The lawful basis on which any personal data was collected	The retention period	Reason for retention period
Household Enquiry Form and Household Notification Letters – paper	Yes	In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations	3 months from date of receipt	To allow for scanning, processing and checking.
Household Enquiry Form and Household Notification Letters – electronic scanned version	Yes	In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations	12 months	Life of the electoral register to which it relates To allow for queries and any necessary corrections of errors to the electoral register

<p>Invitation to Register (including large print versions, reminders and final reminders) - paper</p>	<p>Yes</p>	<p>In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations</p>	<p>1 month from date of receipt</p>	<p>To allow for scanning, processing and checking.</p>
<p>Invitation to Register (including large print versions, reminders and final reminders)- electronic scanned version</p>	<p>Yes</p>	<p>In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations</p>	<p>The duration of the elector's registration, with the exception of the National Insurance Number data, which is redacted by the system after 13 months.</p>	<p>To allow for queries and verification of a registration.</p>
<p>IER DS Download application image</p>	<p>Yes</p>	<p>In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations</p>	<p>The duration of the elector's registration, with the exception of the National Insurance Number data, which is redacted by the system after 13 months.</p>	<p>To allow for queries and verification of a registration.</p>

Application (paper version) to register to vote for the following categories of elector; Anonymous Armed Forces Crown Servant or British Council employee No Fixed Address Overseas	Yes	In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations	5 days from date of receipt	To allow for scanning, processing and checking.
Application (electronic scanned version) to register to vote for the following categories of elector; Anonymous Armed Forces Crown Servant or British Council employee No Fixed Address Overseas	Yes	In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations	The duration of the elector's registration, with the exception of the National Insurance Number, which is redacted by the system after 13 months	To allow for queries and verification of a registration.
IER Change of Name Evidence Request – paper version	Yes	In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations	5 days from date of receipt	To allow for scanning, processing and checking.

IER Change of Name Evidence Request – scanned electronic version	Yes	In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations	13 months from date of processing	To allow for queries and verification of details of a registration.
IER Declaration Renewal (paper form) for the following categories of elector; Anonymous Armed Forces Crown Servant or British Council employee No Fixed Address Overseas	Yes	In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations	5 days from date of receipt	To allow for scanning, processing and checking.
IER Declaration Renewal (electronic scanned version) for the following categories of elector; Anonymous Armed Forces Crown Servant or British Council employee No Fixed Address Overseas	Yes	In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations	The duration of the elector's registration	To allow for queries and verification of details of a registration.

IER Open Register preference Change Request form – paper copy	Yes	In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations	5 days from date of receipt	To allow for scanning, processing and checking.
IER Open Register preference Change Request form – electronic scanned version	Yes	In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations	The duration of the elector's registration	To verify electors Open Register preference
IER Query and Evidence request - DOB and NINO, DOB only, NINO only or Nationality – paper form	Yes	In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations	5 days from date of receipt	To allow for scanning, processing and checking.

<p>IER Query and Evidence request - DOB and NINO, DOB only, NINO only or Nationality – scanned electronic version</p>	<p>Yes</p>	<p>In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations</p>	<p>13 months from date of processing</p>	<p>To allow for queries and verification of details of a registration.</p>
<p>Absent Vote Applications (application to vote by Post, Proxy, Emergency Proxy or Postal Proxy), Waiver declaration and Signature Refresh notice completed by elector - paper</p>	<p>Yes</p>	<p>In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations</p>	<p>5 days from date of receipt</p>	<p>To allow for scanning, processing and checking.</p>
<p>Absent Vote Applications (application to vote by Post, Proxy, Emergency Proxy or Postal Proxy), Waiver Declaration and Signature Refresh notice completed by elector – electronic scanned version</p>	<p>Yes</p>	<p>In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations</p>	<p>Until such time as the absent vote is cancelled or expires</p>	<p>To provide for the verification of personal identifiers (Date of Birth and, where required, signature) and allow for the accurate administration of absent voting arrangements</p>

Electoral Register (electronic) incorporating full register, open register and overseas lists	Yes	In accordance with Article 6 of the GDPR, the ERO processes certain personal information to fulfil its legal obligations and exercise specific rights in relation to the employment of staff for the purposes of electoral registration. (The appointment of these staff is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations	10 years	To allow for the verification of applications to register by overseas electors and for statistical purposes
Historic Electoral Register - printed copy	Yes	In accordance with Article 6 of the GDPR, the ERO processes certain personal information to fulfil its legal obligations and exercise specific rights in relation to the employment of staff for the purposes of electoral registration. (The appointment of these staff is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the	15 years	To allow for the verification of applications to register by overseas electors

		People Act 1983 and associated regulations		
Canvasser Payroll	Yes	In accordance with Article 6 of the GDPR, the ERO processes certain personal information to fulfil its legal obligations and exercise specific rights in relation to the employment of staff for the purposes of electoral registration. (The appointment of these staff is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations	Up to 4 years after payment	To comply with HMRC's requirements (https://www.gov.uk/pay-for-employers/keeping-records)

Canvasser Payroll Bank Details Form	Yes	In accordance with Article 6 of the GDPR, the ERO processes certain personal information to fulfil its legal obligations and exercise specific rights in relation to the employment of staff for the purposes of electoral registration. (The appointment of these staff is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the ERO as set out in the Representation of the People Act 1983 and associated regulations).	Up to 4 years after payment	To comply with HMRC's requirements (https://www.gov.uk/pay-for-employers/keeping-records)
Proof of entitlement to work in the UK	Yes	In accordance with Article 6 of the GDPR, the RO processes certain personal information to fulfil its legal obligations and exercise specific rights in relation to the appointment of staff to assist at elections and referenda. The appointment of these staff is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the RO as set out in the Representation of the People Act 1983 and associated regulations.	Proof of entitlement to work in the UK	As required to prove an individual's eligibility to work in the UK has been verified (https://www.gov.uk/check-job-applicant-right-to-work)

General correspondence with the public, staff and external organisations (such as, electorate, political and local constituency parties, media, parish councils, elected representatives)	Yes	In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest (administering of elections) and exercise of official authority vested in the ERO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.	12 months after receipt if there is no further action or addition	To allow for the effective handling of potential further queries
Notice of Verification Number and Publication of Notice of Verification Number – display copies	No	In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest (administering of elections) and exercise of official authority vested in the ERO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.	14 months	The Local Authority (Referendums) (Petitions & Directions) (England) Regulations 2000 – to allow for publication of the next year's verification number
Notice of Verification Number and Publication of Notice of Verification Number – electronic copies	No	In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest (administering of elections) and exercise of official authority vested in the ERO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.	3 years	Historical reference

<p>Electoral Register database – Yes</p> <p>Electoral Register database – Yes</p> <p>Electoral document and changes history records including;</p> <p>The issue of Invitation(s) to Register, Absent vote applications and waiver declarations, Signature Refresh Notices, Poll Cards, Postal Votes, Postal Vote Rejection Notices, other electoral correspondence issued through the Electoral Registration database.</p> <p>Recording the receipt of postal voting statements, relevant correspondence and applications relating to the elector’s registration.</p> <p>Notes relating to any special circumstances the elector has notified us of, previous addresses (where provided), dates of birth (where provided), and nationality, email address and telephone numbers (where provided)</p>		<p>In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest (administering of elections) and exercise of official authority vested in the ERO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>The duration of the elector’s registration with the exception of email addresses and telephone numbers, the use of which consent for can be withdrawn by the elector.</p>	<p>To allow for effective administration of the electoral register and to assist with elector queries.</p>
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<p>Electoral Register database – property records; Issue of Household Enquiry Forms and associated security codes, issue of Household Notification Letter, Receipt of response to Household Enquiry Forms or Household Notification Letter, Property classification (second/holiday home)</p>	<p>Yes</p>	<p>In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest (administering of elections) and exercise of official authority vested in the ERO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>10 years</p>	<p>To allow for the verification of applications to register by overseas electors and for statistical purposes</p>
<p>Documents passed to ERO by ARO following a UKPE for retention and secure destruction after statutory period; From the polling stations, the packet containing; list of tendered votes, list of voters with disabilities assisted by companions, declarations made by companions of voters with disabilities, list of votes marked by the Presiding Officer, statements relating to votes marked by the Presiding Officer, list of persons to whom ballot papers are delivered after the correction of a clerical error or as a result of a decision on an appeal to the county court, marked copies of the register of electors, the marked list of proxies and any marked copy notices issued as a result of the</p>	<p>Yes</p>	<p>In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest (administering of elections) and exercise of official authority vested in the ERO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	<p>Statutory requirements as per RPA 1983 Schedule 1 rule 57</p>

<p>correction of a clerical error or a decision on an appeal to the relevant court, the packets containing the completed polling station corresponding number lists, certificates of employment on duty on polling day</p> <p>From the postal vote issues and openings:</p> <p>marked copies of the postal voters' list and proxy postal voters' list, the packets containing the completed postal vote corresponding number lists, the packets of postal voting statements accepted as valid, the packets of rejected postal votes, the packets of rejected postal ballot paper envelopes, the lists of cancelled, lost and spoilt postal ballot papers, the packet of spoilt postal ballot papers and accompanying documents, the packet of lost postal ballot papers containing any part of the postal ballot pack that was not lost and which was returned to you before you issued a replacement, the packet of postal ballot papers, statements and envelopes that have been cancelled, unopened postal ballot packs received after</p>				
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<p>the close of poll or returned as undelivered (these can be forwarded at a subsequent date)</p> <p>From the count: all ballot papers separately stored as: counted ballot papers, rejected ballot papers, unused ballot papers (both ordinary and tendered) and spoilt ballot papers (placed together), used tendered ballot papers, ballot paper accounts, the result of the verification of the ballot, the statement as to postal ballot papers and the list of postal votes that have failed the identifier checks</p> <p>Additionally, in respect of any of the above, a record of any instances where they suspect an offence may have been committed, so that the ERO knows in which cases they should not send out a postal vote identifier rejection notice.</p>				
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<p>Documents passed to ERO by ARO following a Local Election for retention and secure destruction after statutory period;</p> <p>From the polling stations, the packet containing; list of tendered votes, list of voters with disabilities assisted by companions, declarations made by companions of voters with disabilities, list of votes marked by the Presiding Officer, statements relating to votes marked by the Presiding Officer, list of persons to whom ballot papers are delivered after the correction of a clerical error or as a result of a decision on an appeal to the county court, marked copies of the register of electors, the marked list of proxies and any marked copy notices issued as a result of the correction of a clerical error or a decision on an appeal to the relevant court, the packets containing the completed polling station corresponding number lists, certificates of employment on duty on polling day</p> <p>From the postal vote issues and openings: marked copies of the postal voters' list and proxy postal</p>	<p>Yes</p>	<p>In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest (administering of elections) and exercise of official authority vested in the ERO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	
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<p>voters' list, the packets containing the completed postal vote corresponding number lists, the packets of postal voting statements accepted as valid, the packets of rejected postal votes, the packets of rejected postal ballot paper envelopes, the lists of cancelled, lost and spoilt postal ballot papers, the packet of spoilt postal ballot papers and accompanying documents, the packet of lost postal ballot papers containing any part of the postal ballot pack that was not lost and which was returned to you before you issued a replacement, the packet of postal ballot papers, statements and envelopes that have been cancelled, unopened postal ballot packs received after the close of poll or returned as undelivered (these can be forwarded at a subsequent date)</p> <p>From the count: all ballot papers separately stored as: counted ballot papers, rejected ballot papers, unused ballot papers (both ordinary and tendered) and spoilt ballot papers (placed together), used tendered</p>				
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<p>ballot papers, ballot paper accounts, the result of the verification of the ballot, the statement as to postal ballot papers and the list of postal votes that have failed the identifier checks</p> <p>Additionally, in respect of any of the above, a record of any instances where they suspect an offence may have been committed, so that the ERO knows in which cases they should not send out a postal vote identifier rejection notice.</p>				
<p>Documents passed to ERO by ARO following a Police and Crime Commissioner for retention and secure destruction after statutory period;</p> <p>From the polling stations, the packet containing; list of tendered votes, list of voters with disabilities assisted by companions, declarations made by companions of voters with disabilities, list of votes marked by the Presiding Officer, statements relating to votes marked by the Presiding Officer, list of persons to whom ballot papers are delivered after the correction of a clerical error or as a result of a decision on an appeal to the county</p>	<p>Yes</p>	<p>In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest (administering of elections) and exercise of official authority vested in the ERO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	

court, marked copies of the register of electors, the marked list of proxies and any marked copy notices issued as a result of the correction of a clerical error or a decision on an appeal to the relevant court, the packets containing the completed polling station corresponding number lists, certificates of employment on duty on polling day

From the postal vote issues and openings:

marked copies of the postal voters' list and proxy postal voters' list, the packets containing the completed postal vote corresponding number lists, the packets of postal voting statements accepted as valid, the packets of rejected postal votes, the packets of rejected postal ballot paper envelopes, the lists of cancelled, lost and spoilt postal ballot papers, the packet of spoilt postal ballot papers and accompanying documents, the packet of lost postal ballot papers containing any part of the postal ballot pack that was not lost and which was returned to you before you issued a replacement, the

<p>packet of postal ballot papers, statements and envelopes that have been cancelled, unopened postal ballot packs received after the close of poll or returned as undelivered (these can be forwarded at a subsequent date)</p> <p>From the count: all ballot papers separately stored as: counted ballot papers, rejected ballot papers, unused ballot papers (both ordinary and tendered) and spoilt ballot papers (placed together), used tendered ballot papers, ballot paper accounts, the result of the verification of the ballot, the statement as to postal ballot papers and the list of postal votes that have failed the identifier checks</p> <p>Additionally, in respect of any of the above, a record of any instances where they suspect an offence may have been committed, so that the ERO knows in which cases they should not send out a postal vote identifier rejection notice.</p>				
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<p>Documents passed to ERO by ARO following a European Parliamentary election for retention and secure destruction after statutory period;</p> <p>From the polling stations, the packet containing; list of tendered votes, list of voters with disabilities assisted by companions, declarations made by companions of voters with disabilities, list of votes marked by the Presiding Officer, statements relating to votes marked by the Presiding Officer, list of persons to whom ballot papers are delivered after the correction of a clerical error or as a result of a decision on an appeal to the county court, marked copies of the register of electors, the marked list of proxies and any marked copy notices issued as a result of the correction of a clerical error or a decision on an appeal to the relevant court, the packets containing the completed polling station corresponding number lists, certificates of employment on duty on polling day</p> <p>From the postal vote issues and openings: marked copies of the postal</p>	<p>Yes</p>	<p>In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest (administering of elections) and exercise of official authority vested in the ERO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	
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<p>voters' list and proxy postal voters' list, the packets containing the completed postal vote corresponding number lists, the packets of postal voting statements accepted as valid, the packets of rejected postal votes, the packets of rejected postal ballot paper envelopes, the lists of cancelled, lost and spoilt postal ballot papers, the packet of spoilt postal ballot papers and accompanying documents, the packet of lost postal ballot papers containing any part of the postal ballot pack that was not lost and which was returned to you before you issued a replacement, the packet of postal ballot papers, statements and envelopes that have been cancelled, unopened postal ballot packs received after the close of poll or returned as undelivered (these can be forwarded at a subsequent date)</p> <p>From the count: all ballot papers separately stored as: counted ballot papers, rejected ballot papers, unused ballot papers (both ordinary and tendered) and spoilt ballot papers (placed</p>				
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<p>together), used tendered ballot papers, ballot paper accounts, the result of the verification of the ballot, the statement as to postal ballot papers and the list of postal votes that have failed the identifier checks</p> <p>Additionally, in respect of any of the above, a record of any instances where they suspect an offence may have been committed, so that the ERO knows in which cases they should not send out a postal vote identifier rejection notice.</p>				
<p>Documents passed to ERO by ARO following a EU Referendum for retention and secure destruction after statutory period;</p> <p>From the polling stations, the packet containing; list of tendered votes, list of voters with disabilities assisted by companions, declarations made by companions of voters with disabilities, list of votes marked by the Presiding Officer, statements relating to votes marked by the Presiding Officer, list of persons to whom ballot papers are delivered after the correction of a clerical error or as a result of a decision on an appeal to the county</p>	Yes	In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest (administering of elections) and exercise of official authority vested in the ERO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.	12 months	

court, marked copies of the register of electors, the marked list of proxies and any marked copy notices issued as a result of the correction of a clerical error or a decision on an appeal to the relevant court, the packets containing the completed polling station corresponding number lists, certificates of employment on duty on polling day

From the postal vote issues and openings:

marked copies of the postal voters' list and proxy postal voters' list, the packets containing the completed postal vote corresponding number lists, the packets of postal voting statements accepted as valid, the packets of rejected postal votes, the packets of rejected postal ballot paper envelopes, the lists of cancelled, lost and spoilt postal ballot papers, the packet of spoilt postal ballot papers and accompanying documents, the packet of lost postal ballot papers containing any part of the postal ballot pack that was not lost and which was returned to you before you issued a replacement, the

<p>packet of postal ballot papers, statements and envelopes that have been cancelled, unopened postal ballot packs received after the close of poll or returned as undelivered (these can be forwarded at a subsequent date)</p> <p>From the count: all ballot papers separately stored as: counted ballot papers, rejected ballot papers, unused ballot papers (both ordinary and tendered) and spoilt ballot papers (placed together), used tendered ballot papers, ballot paper accounts, the result of the verification of the ballot, the statement as to postal ballot papers and the list of postal votes that have failed the identifier checks</p> <p>Additionally, in respect of any of the above, a record of any instances where they suspect an offence may have been committed, so that the ERO knows in which cases they should not send out a postal vote identifier rejection notice.</p>				
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