



Returning 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
Returning Officer Staff Payroll Bank Details Form	Yes	<p>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.</p>	Up to 4 years after payment	<p>To comply with HMRC's requirements (https://www.gov.uk/pay-for-employers/keeping-records)</p>

<p>New Staff Contact Details Questionnaire</p>	<p>Yes</p>	<p>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.</p>	<p>5 working days after receipt</p>	<p>To allow for system and input and checking</p>
<p>Proof of entitlement to work in the UK</p>	<p>Yes</p>	<p>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.</p>	<p>For the duration of the applicant's appointment and for 2 years after they cease to be employed by the RO</p>	<p>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)</p>

Appointment acceptance	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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.	For the duration of the applicant's appointment and for 2 years after they cease to be employed by the RO	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)
Letter to staff to ascertain availability to act at a poll	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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.	5 days following poll	To verify an individual's availability and expression of preferences.

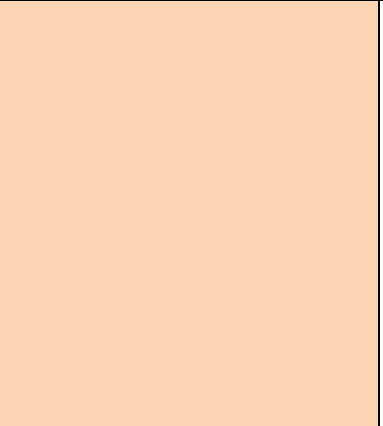
<p>Payroll information</p>	<p>Yes</p>	<p>In accordance with Article 6 of the GDPR, the RO processes certain personal information to fulfil its legal obligations and exercise specific rights in relation to the appointment of staff to assist at elections and referenda. The appointment of these staff is 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.</p>	<p>Up to 4 years after payment</p>	<p>To comply with HMRC's requirements <u>(https://www.gov.uk/pay-for-employers/keeping-records)</u> </p>
<p>New Employee Starter Form</p>	<p>Yes</p>	<p>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.</p>	<p>Up to 4 years after payment</p>	<p>To comply with HMRC's requirements <u>(https://www.gov.uk/pay-for-employers/keeping-records)</u> </p>

Election Notices published on Website/Social Media – Statement of Persons Nominated, Notice of Election Agents, Notice of Poll	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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and	Removal after 30 calendar days after a poll	To allow for the prescribed periods of an election petition being raised.
Candidate's Nomination Paper, Consent to Nomination, Certificate of Authorisation, Request for a Party Emblem and Notice of Withdrawal	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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and	12 months after the date of poll	Due to the time limit for prosecution in case of an election petition
Home address form – (UKPE only)	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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and	21 calendar days after return of writ	Home address forms must be kept securely stored for a period of 21 calendar days after the ARO has returned the writ and securely destroyed on the next working day after the 21-day period - RPA 1983 sch 1 rule 53A

Declaration of Results – hard copies (all polls)	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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and	Retained indefinitely	For historical and statistical purposes
Declaration of Results – published on website (local elections, PCC elections and European Parliamentary elections)	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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and	Removal after an electoral cycle – 4 years	To provide the most current results for that electoral office.
Declaration of Results – published on website (UKPE)	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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.	Removal after an electoral cycle – 5 years	To provide the most current results for that electoral office.

By-election declaration of Results –published on website (all polls)	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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations	Removal after the next election to that office	To provide the most current results for that electoral office.
Request for a party emblem	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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and	12 months after the date of poll	Due to the time limit for prosecution in case of an election petition
Notification of election agent (or sub-agent)	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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and	12 months after the date of poll	Due to the time limit for prosecution in case of an election petition

Notice of withdrawal	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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and	12 months after the date of poll	Due to the time limit for prosecution in case of an election petition
Appointment of Counting Agent, Polling Agent or Postal Voting Agent	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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and	12 months after the date of poll	Due to the time limit for prosecution in case of an election petition
Candidate Spending Return including Agent's Declaration, Candidate's Declaration (UKPE and Local Elections)	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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and	2 years from date of receipt	To allow for public inspection during the specified period and in accordance with statutory requirements

Candidate Spending Return including Agent's Declaration, Candidate's Declaration (Parish and Community Elections)	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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and	12 months from date of receipt	To allow for public inspection during the specified period and in accordance with statutory requirements
Request for nomination register and or absent voters lists.	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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and		Due to the time limit for prosecution in case of an election petition
Premises booking 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 (administering of elections) and exercise of official authority vested in the RO (or relevant designation) as set out in the Representation of the People Act 1983 and	12 months after the date of poll	To allow for queries regarding premises payments following the poll and for secure destruction with other election material from the poll

<p>General correspondence with the public, staff and external organisations (such as candidates, agents, electorate, political and local constituency parties, media, parish councils, elected representatives) regarding a specific poll</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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and</p>	<p>12 months after the date of poll if there is no further action or addition</p>	<p>Due to the time limit for prosecution in case of an election petition and</p>
<p>Statutory Returns to central government following a poll</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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and</p>	<p>12 months from submission</p>	<p>Due to the time limit for prosecution in case of an election petition</p>
<p>RO (or equivalent designation) expenditure claims to Election Claims Unit or ECC for reimbursement of permitted election spending</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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and</p>	<p>Six years and up to one financial year</p>	<p>In accordance with accounting procedures</p>

<p>Documents relating to the organisation of the poll including staff instructions, security and management arrangements, count and postal vote opening layouts, training material,</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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and</p>	<p>For one electoral cycle, for example, UKPE – retain until the delivery of the next UKPE.</p>	<p>To allow for reference to the method and manner of administration the last poll of that particular nature.</p>
<p>Postal vote opening, verification and count paperwork (all polls)</p>	<p>No</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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>For one electoral cycle, for example, UKPE – retain until the delivery of the next UKPE.</p>	<p>To allow for reference to the method and manner of administration the last poll of that particular nature.</p>
<p>Test and live data export files to external print suppliers for the purposes of generating poll cards, ballot paper, is and postal vote stationery.</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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations</p>	<p>4 weeks</p>	<p>To allow for proof checking and reissue, if required.</p>

<p>Live data files to TDC print unit for the purposes of printing and distributing poll cards.</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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations</p>	<p>1 week</p>	<p>To allow for proof checking and reissue, if required.</p>
<p>Correspondence in relation to casual vacancies on Parish or Town Councils including notification of vacancy, published Notice of Vacancy and correspondence advising co-option requirement</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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations</p>	<p>12 months</p>	<p>Common Practice</p>

UK Parliamentary election in Great Britain

<p>From the polling stations:</p> <ul style="list-style-type: none"> • The packet containing: <ul style="list-style-type: none"> · 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>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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	<p>4 RPA 1983 sch 1 rule 57</p>
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<p>From the postal vote issues and openings:</p> <ul style="list-style-type: none"> • 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 the close of poll or returned as undelivered (these can be forwarded at a subsequent date) 	<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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	<p>RP(E&W) Regulations 2001 reg 91, RP(Scotland) Regulations 2001 reg 91 and 91A</p>
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<p>From the count:</p> <ul style="list-style-type: none"> • all ballot papers separately stored as: <ul style="list-style-type: none"> · 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 ARO must also forward to the ERO, at the same time as they are forwarding the above election documents the statement as to postal ballot papers and the list of postal votes that have failed the identifier checks. The RO should also forward at the same time their 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>No</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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	<p>RPA 1983 sch 1 rule 55</p>
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Local elections in England and Wales

<p>From the polling stations:</p> <ul style="list-style-type: none"> • The packet containing: <ul style="list-style-type: none"> · 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>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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	<p>Rule 52(1) Principal Areas Rules 2006, rule 52(1) Parishes and Communities Rules 2006, rule 57(1) Mayoral Elections Rules 2007, rule 62 Combined Authorities Mayoral Rules 2017, rule 45(1) Conduct of Referendums (England) Rules 2012, rule 45(1) Conduct of Referendums (Wales) Rules 2008, rule 45 Neighbourhood Planning Referendums Rules 2012</p>
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<p>From the postal vote issues and openings:</p> <ul style="list-style-type: none"> • 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 the close of poll or returned as undelivered (these can be forwarded at a subsequent date) 	<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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	<p>Regulation 91(1)(a) Representation of the People (England and Wales) Regulations 2001 (2001 Regulations)</p>
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<p>From the count:</p> <ul style="list-style-type: none"> • all ballot papers separately stored as: <ul style="list-style-type: none"> · 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 RO must also forward to the ERO, at the same time as you are forwarding the above election documents the statement as to postal ballot papers and the list of postal votes that have failed the identifier checks. They should also forward at the same time their 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>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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	<p>Rule 52(1)(a) Principal Areas Rules 2006, rule 52(1)(a) Parishes and Communities Rules 2006, rule 57(1)(a) Mayoral Elections Rules 2007, rule 62(a) Combined Authorities Mayoral Rules 2017, rule 45(1)(a) Conduct of Referendums (England) Rules 2012, rule 45(1)(a) Conduct of Referendums (Wales) Rules 2008, rule 45(a) Neighbourhood Planning Referendums Rules 2012</p> <p>RPR Regulation 91(1)(b), (3A) and (3B) 2001 Regulations</p>
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Police and Crime Commissioner elections

<p>From the polling stations:</p> <ul style="list-style-type: none"> • The packet containing: <ul style="list-style-type: none"> · 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>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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	<p>PCC Rules 2012 sch 3 rule 47</p>
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<p>From the postal vote issues and openings:</p> <ul style="list-style-type: none"> • 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 the close of poll or returned as undelivered (these can be forwarded at a subsequent date) 	<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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	<p>PCC Rules 2012 sch 2 rule 59</p>
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<p>From the count:</p> <ul style="list-style-type: none"> • all ballot papers separately stored as: <ul style="list-style-type: none"> · 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 LRO must also forward to the relevant registration officer, at the same time as they are forwarding the above election documents, the statement as to postal ballot papers and the relevant parts of the list of postal votes that have failed the identifier checks. They should also forward at the same time their 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>No</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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	<p>PCC Rules 2012 sch 3 rule 65</p> <p>PCC Rules 2012 sch 2 rules 55 and 59</p>
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European Parliamentary elections

<p>From the polling stations:</p> <ul style="list-style-type: none"> • The packet containing: <ul style="list-style-type: none"> · 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>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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	<p>Rule 64, EPE Rules; Paragraph 70, Schedule 2, EPE Regulations</p>
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<p>From the postal vote issues and openings:</p> <ul style="list-style-type: none"> • 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 the close of poll or returned as undelivered (these can be forwarded at a subsequent date) 	<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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	<p>Rule 64, EPE Rules; Paragraph 70, Schedule 2, EPE Regulations</p>
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<p>From the count:</p> <ul style="list-style-type: none"> • all ballot papers separately stored as: <ul style="list-style-type: none"> · 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 	<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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	<p>Rule 64, EPE Rules; Paragraph 70, Schedule 2, EPE Regulations</p>
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EU Referendum

<p>From the polling stations:</p> <ul style="list-style-type: none"> • The packet containing: <ul style="list-style-type: none"> · 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>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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	<p>Rule 56 European Union Referendum (Conduct) Regulations 2016</p>
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<p>From the postal vote issues and openings:</p> <ul style="list-style-type: none"> • 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 the close of poll or returned as undelivered (these can be forwarded at a subsequent date) 	<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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	<p>Rule 91 Representation of the People (England and Wales) Regulations 2001 as amended by Rule 48 Schedule 3 European Union Referendum (Conduct) Regulations 2016, Rule 91 Representation of the People (Scotland) Regulations 2001 as amended by Rule 49 Schedule 3 European Union Referendum (Conduct) Regulations 2016</p>
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<p>From the count:</p> <ul style="list-style-type: none"> • all ballot papers separately stored as: <ul style="list-style-type: none"> · 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 • In Great Britain, you must also forward to the ERO, the statement as to postal ballot papers and the relevant parts of the list of postal votes that have failed the identifier checks 	<p>No</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 RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.</p>	<p>12 months</p>	<p>Rule 56(2)(a) and (b) Schedule 1 European Union Referendum (Conduct) Regulations 2016</p> <p>Rule 91(3A) Representation of the People (England and Wales) Regulations 2001 as amended by rule 48 Schedule 3 European Union Referendum (Conduct) Regulations 2016, rule 91A(1) Representation of the People (Scotland) Regulations 2001 as amended by Rule 50 Schedule 3 European Union Referendum (Conduct) Regulations 2016</p>
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