

## **Electoral Services - Casual Staff Privacy Notice**

The Returning Officer is responsible for overseeing elections and referenda. Together with the Electoral Registration Officer, they are the data controller for the personal data collected by Electoral Services. The Returning Officer in Sheffield is Kate Josephs, the Chief Executive of Sheffield City Council.

When we collect personal data, we are required to make sure you are clear on what data we need and why, what we intend to do with it, what your individual rights are, and who you can contact for enquiries or concerns about the use of your personal data.

### **The information we collect from you**

If you express an interest in being employed as casual election staff, the Returning Officer will process some personal data about you, including your name, contact details, national insurance number, the role you are interested in, and whether you need any reasonable adjustments.

If a suitable vacancy is found for you, the Returning Officer will need to process more personal data about you, including your nationality, bank details, tax details and proof of your right to work in the UK.

### **How we use your information**

If a suitable vacancy is found for you, the Returning Officer will need to share your personal data with Sheffield City Council's Payroll Service, so that they can pay you.

The Returning Officer will also need to share your name and telephone number with the other polling staff you are assigned to work with.

### **How we store your information**

Your information is securely stored within the Returning Officer's electoral software, which is password protected. It can only be accessed by those involved in the appointment of election staff.

If you are appointed to a role, your information will be retained and, subject to there being sufficient vacancies and your performance in the role, you will be offered a job at future elections up to the point when you no longer wish to undertake the role. You can also ask for your name to be removed from our pool of casual election staff at any time by emailing [electoralservices@sheffield.gov.uk](mailto:electoralservices@sheffield.gov.uk).

If you are unsuccessful, your information will be retained for a maximum of two years. At that point we will contact you to ask whether you want your information to be retained for a further two years or removed.

Under data protection law, we need to have a lawful basis to process personal data. Our lawful basis for processing is because it is necessary for a task carried out in the public interest (Article 6(1)(e) of the UK General Data Protection Regulation). Any special category data is processed for reasons of substantial public interest (Article 9(2)(g) of UK GDPR).

### **Your data protection rights**

Under data protection law, you have rights in respect of your personal data. For more information, please see Sheffield City Council's general Privacy Notice at [www.sheffield.gov.uk/privacy](http://www.sheffield.gov.uk/privacy).

If you have any queries, concerns, or complaints about the way we process your personal data, you can contact us at [electoralservices@sheffield.gov.uk](mailto:electoralservices@sheffield.gov.uk) or **0114 2736910**. You can also contact the Council's Data Protection Officer at [dataprotectionofficer@sheffield.gov.uk](mailto:dataprotectionofficer@sheffield.gov.uk).

If you are not satisfied with our response or believe that we are not processing your personal data in accordance with the law, you can also complain to the Information Commissioner's Office. Their contact details can be found at <https://ico.org.uk/>.