

## **Privacy Notice for Polling Place Contacts**

### **Who we are:**

The Highland Council is a local authority established under the Local Government etc. (Scotland) Act 1994 which helps to administer elections on behalf of the appointed Returning Officer. Its head office is located at Council Headquarters, Glenurquhart Road, Inverness, IV2 5EZ, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: [dpo@highland.gov.uk](mailto:dpo@highland.gov.uk), and by telephone on 01463 702029.

### **Why do we need your personal information and what do we do with it?**

As a contact for a polling place your personal data is required for the following purposes:

- Facilitating correspondence with your venue regarding designation, bookings, invoices and payment.
- Generating a contact list of polling places in Highland for the use by designated staff assigned to work at polling stations ie. Presiding Officer, Polling Clerks and Polling Station Inspectors, election office and for security purposes our Single Point of Contact (SPOC) officer at Police Scotland.
- Facilitating delivery and collection of polling booths and any other election material.

### **Legal basis for using your information:**

Your personal data is used in relation to the above activities under the following legal basis:

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 (i.e. the Returning Officer).

The personal data required includes:

- Booking and Correspondence Name
- Booking and Correspondence address
- Booking and Correspondence contact details - phone number(s), email address
- Key-holder name
- Key-holder home address
- Key-holder contact details – phone number(s), email address

This information may be provided to us by the polling place caretaker, facilities management, committee/board member or owner rather than from the data subject (i.e. you) directly.

### **Who do we share your information with?**

Your information will be shared with the following recipients or categories of recipient:

- Returning Officer
- Polling Staff (Presiding Officers, Poll Clerks and Polling Station Inspectors)
- Council's Election Office
- Council's housing and management team delivering polling booths
- SPOC at Police Scotland

The Highland Council Returning Officer is required by law to protect the public funds it administers. It may share information provided to them with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud.

Personal data relating to this process will not be shared outside of the EU.

**Your rights under data protection law:**

- **access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore, you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
  - (i) you think that we no longer need to hold the information for the purposes for which it was originally obtained
  - (ii) you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
  - (iii) our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information** – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

**Restricting how we may use your information** – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

**Complaints:**

We aim to directly resolve all complaints about how we handle personal information. However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

By phone on 0303 123 1113 (local rate) or 01625 545 745.

Visit their website for more information at- <https://ico.org.uk/concerns>

**More information:**

For more details on how we process your personal information visit [www.highland.gov.uk/privacy](http://www.highland.gov.uk/privacy)

If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.