

# Candidate Request for Electoral Register

<b>Election Area</b> (include ward if applicable)	
<b>Election type</b>	<input type="checkbox"/> County <input type="checkbox"/> District <input type="checkbox"/> Parish / Town
<b>Date of election</b>	

<b>Declaration of candidacy and confirmation of legal use of electoral register information</b>	
<b>Candidate's name</b>	
<p>I declare that I am a candidate at the above named election.</p> <p>I will use my copy of the electoral register for electoral purposes and checking the validity of donations only.</p> <p>I will only allow others who are assisting me in my campaign to use my copy of the electoral register for the same purposes only.</p> <p>I understand that any use other than electoral or donation checking purposes is illegal with a maximum fine of £5,000.</p>	
<b>Signed (candidate)</b>	

<p><b>Please provide the electoral register and notices of alteration in the following data format (tick one box only):</b></p> <p>This will be sent to you by email as a zipped and password protected file. You will need to have the latest version of WinZip installed in order to open the document and you must provide an email address.</p>	
<input type="checkbox"/> CSV (Excel)	<input type="checkbox"/> PDF
<b>Email address to be sent to:</b>	
<p>If you wish to receive the register in printed format, please provide a full address below</p>	

<b>Contact details</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>Email</b>	

This electoral register can only be supplied, at the earliest, on the last date for the notice of election to be published.

## **Privacy Notice**

The Electoral Registration Officer and the Returning Officer are the data controllers for the purpose of the Data Protection Act 2018 and the General Data Protection Regulation and can be contacted at:

West Suffolk House  
Western Way  
Bury St Edmunds  
Suffolk  
IP33 3YU.

Tel: 01284 757131

The Data Protection Officer can be contacted at the same address.

We are collecting your personal information and will use this for maintaining a list of recipients of the electoral register. We will need to process certain information about you, for example, name, telephone number, email address etc. Your data will not be shared with third parties. Your data will be kept for six years in line with our retention policy.

## **How to exercise your rights**

If you wish to exercise any of your rights including where you are seeking a copy of your personal information, please submit your request to [data.protection@westsuffolk.gov.uk](mailto:data.protection@westsuffolk.gov.uk) or by post to:

Data Protection Officer  
West Suffolk Council  
West Suffolk House  
Western Way  
Bury St Edmunds  
Suffolk  
IP33 3YU

## **How to raise a concern**

If you wish to raise a concern about the council's handling of your personal information, please contact our Data Protection Officer at [data.protection@westsuffolk.gov.uk](mailto:data.protection@westsuffolk.gov.uk)

Whether you are exercising your rights or raising a concern, you will normally need to include documents that prove your identity as well as a clear and precise description of your request/concern.

We will process requests in accordance with the legislative framework and statutory timescales and inform you should an extension of time be necessary.

## **Complaints**

If you wish to complain about the way in which your request has been processed then your complaint will be dealt with as a step two complaint in accordance with our complaints procedure – [www.westsuffolk.gov.uk/Council/Feedback\\_comments\\_complaints/index.cfm](http://www.westsuffolk.gov.uk/Council/Feedback_comments_complaints/index.cfm).

If you are still unhappy with the decision, you have a right of appeal to the Information Commissioner's Office, visit their page – [www.ico.org.uk](http://www.ico.org.uk)

For further information on our Data Protection Policies, please go to our website: [www.westsuffolk.gov.uk](http://www.westsuffolk.gov.uk) or email: [data.protection@westsuffolk.gov.uk](mailto:data.protection@westsuffolk.gov.uk)