

Part H – Access and supply

Contents

- 1 Introduction
- 2 Publication
 - The full register of electors
 - The edited register of electors
- 3 Inspection
 - The full register of electors
 - The edited register of electors
 - Inspection of marked registers and marked absent voter lists
- 4 Supply and sale of the full, edited and marked register
 - Security of data in transit
 - Free supply on publication
 - Free supply on request
 - Juries Act 1974
 - Other bodies applying for the register
 - Sale of the full register
 - Sale of the edited register
 - Restrictions on use of the full register
 - The marked register
 - Recording sales of the register
- 5 Old copies of the register
- 6 Absent voting records and lists
 - Supply of the absent voting records and lists to candidates, election agents, registered political parties and elected representatives
 - Inspection of absent voting records and lists
- 7 Data protection
 - Data Protection Act 1998
 - Supply of registration and absent vote applications
 - Issues relating to registration data
- 8 Resources

1 Introduction

1.1 This section explains the format for the production of the register of electors which the Electoral Registration Officer maintains. It also gives details regarding access to and supply of the register.

1.2 Access to the register, any notice of alteration and the list of overseas electors is restricted, as is the supply of these documents.

1.3 In this section any reference to the register includes notices of alteration and the overseas electors list unless otherwise stated. References to a notice of alteration include any notice of alteration published before an election under the 11-day registration rule, including any notices of alteration published before an election during the canvass period.

1.4 In general terms, the register can only be inspected under supervision, and copies can only be supplied to certain specified people or agencies and only for certain purposes such as elections,¹ the compilation of statistics,² law enforcement³ and credit reference checking.⁴

¹ Regulations 98, 100 to 106 and 108, RPR 2001; Regulations 97, 99 to 105 and 107, RPR (Scotland) 2001; Scottish Parliament Order; NAW (RoP) Order 2007.

² Regulation 99, RPR 2001; Regulation 98, RPR (Scotland) 2001.

³ Regulations 107 and 109, RPR 2001; Regulations 106 and 108, RPR (Scotland) 2001.

⁴ Regulation 114, RPR 2001; Regulation 113, RPR (Scotland) 2001.

2 Publication

The full register of electors

2.1 A revised register of electors must be published by 1 December each year.⁵ If, however, there has been an election during the canvass period, the revised register for the whole of the Electoral Registration Officer's area must be published by 1 February.⁶ This alteration of the last date by which the revised register must be published applies to the whole of the Electoral Registration Officer's area even if the election only affects part of it.⁷

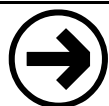


An election during the canvass is defined as any of the following elections, whether general or by-elections, where the date of the poll is between 1 July and 1 December:⁸

- UK or European Parliamentary elections
- Scottish Parliamentary or National Assembly for Wales elections
- Local government - principal area elections
- Local government - parish and community council elections in England and Wales

2.2 Publication is defined as making available for public inspection, under supervision, at the Electoral Registration Officer's office and at such other places, if any, in their registration area that will allow members of the public reasonable facilities for that purpose.⁹

2.3 This revised register incorporates all the amendments to the register as a result of the annual canvass, as well as any rolling registration alterations which have met the deadline for inclusion.



For further information regarding rolling registration applications and the deadlines for receipt in order to be included in the revised register, see Part D, 'Monthly alterations to the register'.

2.4 The full register of electors lists the names and addresses of everyone who has registered to vote as ordinary electors. It also contains the names of those registered as special category electors, except in the case of those registered anonymously, in which case it includes only an entry, without showing their names or addresses.



For further information on the various special category electors, see Part F, 'Special category electors'.

⁵ Section 13(1), RPA 1983.

⁶ Section 13(1A), RPA 1983.

⁷ "(Or in part of which)", Section 13(1A), RPA 1983.

⁸ Section 13BB and 13B(4), RPA 1983.

⁹ Regulation 43, RPR 2001.

2.5 Electoral Registration Officers must also publish monthly notices of alteration on the first working day of every month from January until September. These must account for any additions, deletions and amendments which must be made to the register. These monthly notices of alteration are not required to be published during the annual canvass period.



For further information on when a notice of alteration does not need to be published in January or February due to an election during the canvass period, see section 5 'Conclusion of canvass' of Part C, 'Annual canvass'.

2.6 Electoral Registration Officers also have a duty to publish a notice of alteration for any area in which a notice of election has been published, incorporating the changes resulting from applications received up to 11 days before the election. This is commonly known as the '11 day rule' and only applies in respect of the part(s) of the registration area in which the election is due to take place. Elections also require the publication of a notice of alteration, which corrects any clerical errors identified and implements any court (registration appeals) decisions received up to 9pm on polling day.

2.7 Electoral Registration Officers may also revise the register at any time between annual canvasses if necessary. An example of where this may be deemed necessary would be following a review of local government boundaries or in order to implement a review of polling districts and places made by the local authority. Electoral Registration Officers must publish a notice of their intention to publish a revised register,¹⁰ which is considered in more detail in Part D, 'Monthly alterations to the register'.

2.8 The format of the register is not prescribed but it must contain the name, address and elector number of every eligible elector who has registered either via the household registration form during the annual canvass period or on a rolling registration form at any time throughout the year.

2.9 The register must be divided into polling districts and each one given a unique set of letters.¹¹ A number must be given to each elector and as far as is reasonably practicable these numbers should be allocated in such a way that in each part of the register the numbers run sequentially.¹² The polling district letters and the number together are known as the elector number. The entries in the register showing each ordinary elector are to be arranged in street order and may only be arranged in alphabetical order by name or a mix of the two where it is not reasonably practical to list them in street order.¹³

2.10 After the ordinary electors in any polling district will be a section marked 'other electors', which will contain any special category electors who are not

¹⁰ Section 13(3), RPA 1983.

¹¹ Regulations 38 and 39, RPR 2001.

¹² Section 9(3) and (4), RPA 1983.

¹³ Regulation 41, RPR 2001.

listed in the main body of the register listed by surname in alphabetical order, followed by any anonymously registered electors.

2.11 Table 1 shows some of the formatting for a register and its explanation in the right-hand column.

Table 1: Sample electoral register

Elector number	Franchise marker	Name	Address	Description (not shown on register)
1		Bishop, Laura	1, The Street	Ordinary elector; can vote at all elections
2	12/6/yyyy	Juba, Charlotte	2, The Street	Attainer; can vote if poll is on or after date shown
3	G	Myers, Martin	2, The Street	Local government elector only
4	K	Mackenzie, Scott	3, The Street	Local government and European Parliamentary elector only
5	L	Evans, Gwyneth	4, The Street	Cannot vote at a UK Parliamentary election
Other electors				
6	F	Jolly, Simon		Overseas elector; cannot vote at local government elections
7		Watts, Julie		Service elector; can vote at all elections
8	N			Anonymous elector; can vote at all elections
9		N		Anonymous elector; can vote at all elections (same effect as entry 8 above but alternative option)
10	GN			Anonymous elector who is a citizen of an European Union member state; can vote at local government elections only
11	G	N		Anonymous elector who is a citizen of an European Union member state; can vote at local government elections only (same effect as entry 10 above but alternative option)

The edited register of electors¹⁴

2.12 This is a version of the register that is available for general sale and can be used for any purpose, e.g. commercial activities such as marketing. Electors can choose not to appear on the edited version of the register, and the canvass form and rolling registration application forms contain a tick box for this purpose.

2.13 The edited register of electors must be published at any time the full register is revised but there is no provision for Electoral Registration Officers to produce an updated edited register on a monthly basis.¹⁵ As a result, although those applying to be registered under rolling registration can choose to opt out, in practice no amendment is made to the edited register, only to the full register. All such electors should, however, be marked with a 'Z' on any notice of alteration that is sold.¹⁶

2.14 The edited register must be in the same format as the full register and must contain all the information pertaining to an elector as would appear on the full version of the register, such as the markers as outlined above.

¹⁴ Regulation 93, RPR 2001.

¹⁵ Regulation 93(7), RPR 2001.

¹⁶ Regulation 111(7), RPR 2001; Regulation 110(7), RPR (Scotland) 2001.

3 Inspection

The full register of electors

3.1 The full register must be made available for public inspection, under supervision, at the Electoral Registration Officer's office and at such places, if any, in their registration area that will allow members of the public reasonable facilities for that purpose.¹⁷

3.2 Electoral Registration Officers have responsibility for the level and nature of supervision of the registers under their control. The regulations are not prescriptive with regard to the method of supervision to allow Electoral Registration Officers flexibility in their provision. Electoral Registration Officers should, however, satisfy themselves that people who inspect the full register are supervised in such a way that it prevents unauthorised copying or theft of all or any part of the register. It may be appropriate to provide training or guidance notes to those staff who will be supervising the register.

3.3 Supervision is designed to discourage large-scale hand-copying of the registers or any other attempt to subvert the rules.¹⁸ It is an offence to make copies of the full register, other than by handwritten notes.¹⁹ It is an offence to use any handwritten notes for marketing purposes.²⁰

3.4 Most registers are made available for inspection in paper form, but access may be provided by using an electronic copy of the register. Care must be taken to address the security implications of providing the register for inspection electronically, particularly with regard to preventing a person from downloading, transmitting electronically or printing this information or copying by any other means. Any search facility should be by address only and not by name, as this is specifically prohibited.²¹

3.5 Where Electoral Registration Officers are sufficiently confident that library or other council staff can offer an appropriate level of supervision, more copies can be made available. If electors are accustomed to inspecting the register at a certain place and continue to demand it, Electoral Registration Officers may wish to meet that demand, providing that the supervision requirement can be met. The Electoral Registration Officer should be satisfied that the local authority library to which they supply a copy is able to provide the supervision required. This could be done, for example, by sending a copy of the legislation and obtaining a signed letter or email from the library manager stating that they will follow the requirements. The Electoral Registration Officer might also add a guidance note to accompany the register for library staff. While the librarian, and/or the appropriate supervisor, would be responsible for any failure to apply the legislation, the Electoral Registration Officer may wish to take legal advice if

¹⁷ Regulation 43, RPR 2001.

¹⁸ Regulation 96, RPR 2001; Regulation 95, RPR (Scotland) 2001.

¹⁹ Regulation 7(4), RPR 2001.

²⁰ Regulation 96(2A)(b)(i), RPR 2001; Regulation 95(3)(b)(i), RPR (Scotland) 2001. Marketing purposes are defined by Section 11(3) of the Data Protection Act 1998.

²¹ Regulation 43(1A), RPR 2001.

they are concerned that they have not taken the necessary steps to avoid a breach of the regulations.

3.6 Any venue which is not able to meet the inspection requirement should not be given a copy of the full register, nor would it be appropriate to supply the edited register to such locations as this may confuse electors who, on any inspection, find that they are not listed where they have chosen to opt out of their details appearing on the edited register. Libraries and archive units may apply for a copy of the full register²² and if this is the case they take full responsibility for complying with the rules regarding inspection under supervision.

The edited register of electors

3.7 There are no restrictions on access to the edited register. No supervision is required and so it may be made available for public inspection at any place the Electoral Registration Officer sees fit.

Inspection of marked registers and marked absent voter lists

3.8 The marked register is a copy of the register used in polling stations which is marked when electors vote. The marked absent voter lists are the equivalent documents for those who have voted by post or by proxy.



This section of the guidance is not relevant to Electoral Registration Officers in Scotland, as they have no responsibility for marked copies of the register of electors or absent voter lists.

The administration of the marked registers and marked voters lists in Scotland is the responsibility of the Returning Officer, the Proper Officer of the council or the Sheriff Clerk, depending on the type of election.

3.9 Any person may inspect the marked register and marked absent voter lists,²³ including those who are entitled to purchase a copy. As with the full electoral register, inspection of registers and lists is free of charge. Any person wanting to inspect must apply in writing and must:²⁴

- specify which register or document they wish to inspect
- state whether they wish to inspect a printed or data copy (where appropriate)
- state why inspection of the full register or unmarked lists would not be sufficient to achieve the purpose
- state who will be inspecting the documents, and
- state the date on which they wish to make the inspection

²² Regulation 109A, RPR 2001; Regulation 108A, RPR (Scotland) 2001.

²³ Regulation 118(1), RPR 2001.

²⁴ Regulation 118(2), RPR 2001.

3.10 The documents must be made available within 10 days of receipt of the application.²⁵ The Electoral Registration Officer must arrange for them to be inspected under supervision and for a reasonable amount of time.

3.11 The people inspecting the documents can make copies of the registers and lists using handwritten notes only.²⁶ The use of laptop computers to type in information, recording equipment, scanners, etc. is not allowed. Making a note of every record with abbreviations would be acceptable, as would the bringing of an existing paper copy of a register or list and then marking it.



Section 8, 'Resources', below, contains tables which set out who can inspect the marked registers and lists after an election.

3.12 Any police force or other agency listed under Regulation 109 may take a copy of documents under inspection, free of charge.²⁷

²⁵ Regulation 118(3), RPR 2001.

²⁶ Regulation 118(7), RPR 2001.

²⁷ Regulation 118(8), RPR 2001.

4 Supply and sale of the full, edited and marked register

4.1 Access to the full electoral register is limited to those prescribed in legislation.

4.2 The Electoral Registration Officer has a duty to supply free copies of the register of electors to various organisations and individuals, and legislation imposes restrictions on how this is done.²⁸ In some cases, registers have to be supplied on publication and in others the register is only supplied on request.

4.3 Unless stated otherwise, any duty on Electoral Registration Officers to supply data only imposes a duty to supply data in the form in which they hold it.

Security of data in transit

4.4 Due to the nature of the information contained within the register, proper caution should be exercised when sending this data to any of the entitled recipients.

4.5 While Electoral Registration Officers should seek their own advice regarding the most appropriate and secure method of supplying the register to recipients, it has been suggested that:

- Electoral Registration Officers may wish to save electronic copies, either sent by email or saved to disk, in a password-protected or encrypted format with the relevant password or encryption key being sent in a separate communication.
- Electoral Registration Officers may wish to consider the range of different secure delivery options provided by Royal Mail and other delivery services.

4.6 If Electoral Registration Officers do wish to use any form of encryption, they should ensure that any recipient can access the data appropriately.

Free supply on publication

4.7 Following the publication of the register by 1 December each year following the annual canvass (or by 1 February if there has been an election during the canvass), Electoral Registration Officers have a duty to supply full copies of the electoral register free of charge to:

²⁸ Regulations 94 to 109A, RPR 2001; Regulations 94 to 108A, RPR (Scotland) 2001.



- the British Library, the National Library of Wales and the National Library of Scotland
- Returning and Acting Returning Officers for any election in their area
- the Office for National Statistics
- the Electoral Commission
- the Boundary Commission for England



- the British Library, the National Library of Wales and the National Library of Scotland
- Returning and Acting Returning Officers for any election in their area
- the Office for National Statistics
- the Electoral Commission
- the Boundary Commission for Wales
- the Local Government Boundary Commission for Wales



- the British Library and the National Library of Scotland
- Returning Officers for any election in their area
- the General Register Office for Scotland
- the Electoral Commission
- the Boundary Commission for Scotland
- the Local Government Boundary Commission for Scotland

4.8 Supply to these organisations is automatic on publication: they are not required to make an application.

4.9 A table summarising the specific regulation requiring supply, the format in which the register should be provided and, where possible, the details of where the copy should be supplied to can be found in Section 8, 'Resources', below. The relevant organisations will be able to give advice on the format in which they wish to receive the register, although the Electoral Registration Officer is only required to supply the register in whatever form they hold it.

4.10 A further table in Section 8, 'Resources', below, sets out to which of the national libraries Electoral Registration Officers are required to supply copies and the format in which these copies should be supplied, as determined by the location of the Electoral Registration Officer's authority.²⁹

Free supply on request

4.11 Those organisations and individuals shown in the table in Section 8, 'Resources', below, as not being supplied with the register automatically are only entitled to it on request.

²⁹ Regulations 97, 97A and 97B, RPR 2001; Regulation 96, RPR (Scotland) 2001.

4.12 Such requests must be made in writing and must:³⁰

- specify the document that is required
- state whether the request is made for current documents only or whether it includes a request for the supply of any subsequent documents, such as notices of alteration
- state whether a printed copy of any of the documents is requested instead of the version in data form

4.13 If no request is made for a printed copy, the register should be supplied in data form.³¹

4.14 Any local authority library or archives service will now receive, on application, a copy of the register in data format (unless they specify a paper copy).³² They must only allow inspection of the register under supervision and no name search facility can be allowed if inspection is of a register in data format.³³ There is no requirement for them to allow inspection if they feel they cannot meet the requirements.

4.15 Any other local authority where the area contains all or part of the Electoral Registration Officer's responsibility, such as the county council or Greater London Authority, shall upon application receive the relevant part of the register.³⁴ Parish and community councils in England and Wales respectively may be supplied with a copy of the register, but a parish meeting may not.³⁵

4.16 In England and Wales, the register supplied to a local authority can be used for any poll under Section 116 (local polls) of the Local Government Act 2003.³⁶



In Scotland, the full register may also be used for the purposes of a local referendum being conducted by the Returning Officer.³⁷

4.17 The police, the Security Service, Government Communications Headquarters (GCHQ) and the Secret Intelligence Service may, upon application, receive a free copy of the register.³⁸

4.18 A person who qualifies to receive the register as a candidate at an election may make an application for the full register and the register updates for the area they are contesting, including the notice of alteration published on the fifth day before the poll. This entitlement only applies while they are a

³⁰ Regulation 102(2), RPR 2001; Regulation 101(2), RPR (Scotland) 2001.

³¹ Regulation 102(3), RPR 2001; Regulation 101(3), RPR (Scotland) 2001.

³² Regulation 109A, RPR 2001; Regulation 108A, RPR (Scotland) 2001.

³³ Regulation 43(1A)(a), RPR 2001.

³⁴ Regulation 107, RPR 2001.

³⁵ Regulation 107(6),(7) and (8), RPR 2001.

³⁶ Regulation 107(4)(aa), RPR 2001.

³⁷ Regulation 106(3) and (3A), RPR (Scotland) 2001.

³⁸ Regulation 109, RPR 2001; Regulation 108, RPR (Scotland) 2001.

candidate; once the election is over they may not have subsequent registers or updates.³⁹

4.19 Local constituency organisations of registered political parties are entitled to receive a copy of the full register on request.⁴⁰ Any question as to who is the correct recipient for any such register should be directed to the registered party's Nominating Officer.

Juries Act 1974

4.20 In England and Wales, Electoral Registration Officers must supply a full copy of the register of electors indicating those persons who are over 70 and are therefore not eligible for jury service.⁴¹ The address to which a copy of the register should be sent is:

The Court Service
Jury Central Summoning Bureau
Pocock Street
London SE1 0YG



These provisions do not apply in Scotland. The Scottish Courts Service is, however, entitled to purchase a copy of the full register of electors under Regulation 112 of the RPR (Scotland) 2001 although electors over 70 are not indicated.

4.21 The version of the register which includes markers showing those aged over 70 must not be used for any purpose other than summoning jurors. These versions of the registers must not be supplied to or be made available for inspection by any other person or organisation for any purpose.

Other bodies applying for the register

4.22 Only a body or organisation which has an enactment that allows them access to the electoral register may be supplied with the register if they are not directly listed in electoral legislation. The Electoral Registration Officer should consider the enactment quoted by any applicant and, if they are satisfied that the enactment gives that person the power to be supplied with the register, it should be so supplied.

Sale of the full register

4.23 The Electoral Registration Officer may only sell copies of the full register to certain organisations.⁴² These are:

³⁹ Regulation 102(5), RPR 2001; Regulation 101(5), RPR (Scotland) 2001; Paragraphs 2 and 4, Schedule 1, Scottish Parliament Order; NAW (RoP) Order 2007.

⁴⁰ Regulation 105, RPR 2001; Regulation 104, RPR (Scotland) 2001.

⁴¹ Section 3, Juries Act 1974; Regulation 95, RPR 2001.

⁴² Regulations 113 and 114, RPR 2001; Regulations 112 and 113, RPR (Scotland) 2001.

- Government departments (including the Environment Agency in England and Wales, the Scottish Environmental Protection Agency in Scotland, the Financial Services Authority and any body which carries out the vetting of any person for the purpose of safeguarding national security).
- Credit reference agencies. Credit reference agencies must be registered under Section 147 the Consumer Credit Act 1974 and must also be carrying on the business of providing credit reference services (i.e. giving information relevant to the financial standing of individuals). Further consideration of credit reference agencies is given below.

Use of 'Z' markers

4.24 All copies of the full register sold to government departments or credit reference agencies must have the letter 'Z' placed against the name of any person whose name is **not** included in the edited version of the register.⁴³

4.25 In addition, those credit reference agencies and government departments supplied with notices of alteration must also have these notices marked with a 'Z' against the name of any elector who has opted out of their details appearing on the edited register.

4.26 As the edited register cannot be changed other than at the time of the publication of a revised version of the register, electors cannot in practice be removed from the edited register once it has been published. If an elector wishes to show their intention to be removed from the edited register at the next revision of the register they could make that intention clear on a signed form or registration application form. This should then be processed and marked as an amendment on the next notice of alteration, with the 'Z' marker shown when it is sold.

Fees for sale of the full register

4.27 The fees for sale of the full register and the notices of alteration are:⁴⁴

- in data format, £20 plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries) in it
- in printed format, £10 plus £5 for each 1,000 entries (or remaining part of 1,000 entries) in it

4.28 The fees for sale of the list of overseas electors are:⁴⁵

- in data format, £20 plus £1.50 for each 100 entries (or remaining part of 100 entries) in it
- in printed format, £10 plus £5 for each 100 entries (or remaining part of 100 entries) in it

4.29 It is advisable to receive the fee before despatching the register.

⁴³ Regulation 111(7), RPR 2001; Regulation 110(7), RPR (Scotland) 2001.

⁴⁴ Regulation 111(5), RPR 2001; Regulation 110(5), RPR (Scotland) 2001.

⁴⁵ Regulation 111(6), RPR 2001; Regulation 110(6), RPR (Scotland) 2001.

Sale of the edited register

4.30 The edited register can be sold to anyone requesting it on payment of the prescribed fee. It is advisable to receive the fee before despatching the register.

4.31 The fees for sale of the edited register are:⁴⁶

- in data format, £20 plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries) in it
- in printed format, £10 plus £5 for each 1,000 entries (or remaining part of 1,000 entries) in it

Restrictions on use of the full register

4.32 A councillor or employee of the council who has a register may only supply a copy of the register or disclose or make use of information contained in it that is not contained in the edited register for the discharge of a statutory function of the council or any other local authority relating to security, law enforcement and crime prevention.⁴⁷



In Scotland the words 'other local authority' in the above paragraph do not apply.

4.33 Government departments are restricted in the way that they may use the register. They may not supply or sell on a copy unless the recipient could obtain a free copy under the regulations.

4.34 Government departments must only use the register for:⁴⁸

- in England and Wales, the prevention and detection of crime and the enforcement of the criminal law (whether in England or Wales or elsewhere)
- in Scotland, the administration of justice, the prevention and detection of crime and the enforcement of the criminal law (whether in Scotland or elsewhere)
- the vetting of employees and applicants for employment where such vetting is required pursuant to any enactment
- the vetting of any person where such vetting is for the purpose of safeguarding national security, or
- supply and disclosure as defined by the regulations

4.35 Credit reference agencies must only use the registers for:⁴⁹

⁴⁶ Regulation 110(2), RPR 2001; Regulation 109(2), RPR (Scotland) 2001.

⁴⁷ Regulation 107(4), RPR 2001; Regulation 106(3), RPR (Scotland) 2001.

⁴⁸ Regulation 113(2), RPR 2001; Regulation 112(2), RPR (Scotland) 2001.

⁴⁹ Regulation 114(3), RPR 2001; Regulation 113(3), RPR (Scotland) 2001.

- vetting applications for credit or applications that can result in the giving of credit or the giving of any guarantee, indemnity or assurance in relation to the giving of credit
- meeting any obligations contained in the Money Laundering Regulations 1993, the Money Laundering Regulations 2001 or any rules made pursuant to Section 146 of the Financial Services and Markets Act 2000, and
- statistical analysis of credit risk assessment in a case where no person whose details are included in the full register is referred to by name or necessary implication

4.36 A credit reference agency has to be registered under Part III of the Consumer Credit Act 1974 (by virtue of Section 147 of that Act) **and** be carrying on the business of providing credit reference services.⁵⁰ The company has a responsibility to ensure that it complies with the requirements of the regulations and that it is eligible to request to purchase a copy of the full register of electors.

4.37 In order to be satisfied that the company is entitled to receive a copy of the register, Electoral Registration Officers may wish to request that the company seeking to purchase the register provides a copy of the consumer credit licence issued to it. This demonstrates that the company meets the first part of the criteria.

4.38 The Office of Fair Trading (OFT) is responsible for licensing credit reference agencies throughout the UK under the Consumer Credit Act and can confirm whether a company is so licensed. Contact details for the OFT are:

Office of Fair Trading
 Consumer Credit Licensing Bureau
 Craven House
 40 Uxbridge Road
 Ealing
 London W5 2BS

Tel: 020 7211 8608
 Fax: 020 7211 8661
 Web: www.offt.gov.uk

4.39 There is a small charge for copies of licences from the OFT but details of licences can be provided by the OFT free of charge by telephone or by fax.

4.40 The OFT cannot, however, advise on whether a company is carrying on the business of providing credit reference services in the UK and, furthermore, there appears to be no independent and authoritative source of confirmation of this. This being the case, the only way that Electoral Registration Officers can find out if a company is satisfying the requirements of the legislation is by contacting the company directly and asking for written confirmation.

⁵⁰ Regulation 114(1), RPR 2001; Regulation 113(1), RPR (Scotland) 2001.

4.41 It is suggested that Electoral Registration Officers request written confirmation from the company, signed by an authorised person within that company (such as a company director), that:

- they are fully aware of all the requirements of the relevant regulation
- they are a licensed credit reference agency, **and**
- they are ‘carrying on the business of providing credit reference services’ according to the definition and purposes given in the regulation

4.42 The written confirmation should also include the company registration number and relevant contact details for the company.

4.43 Electoral Registration Officers may wish to require the company to provide reconfirmation of the above information each year in order to ensure that the information is still current.

The marked register



This section of the guidance is not relevant to Electoral Registration Officers in Scotland.

Although similar provisions for access to the marked register apply at elections in Scotland, with the exception of Scottish Parliamentary elections, the responsibility for administering such access rests with the Returning Officer, Proper Officer of the council or the Sheriff Clerk depending on which election it relates to, not the Electoral Registration Officer.

4.44 In England and Wales, the marked copy of the registers of electors and the marked copies of the postal and proxy voters lists must, if requested, be made available and be supplied to candidates and agents after an election on payment of a prescribed fee.⁵¹

4.45 Other persons who may purchase copies are those whom the Electoral Registration Officer is satisfied:⁵²

- need to see the marks on the marked register or lists in order to achieve the purpose for which it is requested, **and**
- qualify under Regulations 100, 103, 105, 106, 108, 109 or 113 to receive the full register

4.46 People who qualified under Regulations 103, 105, 106 or 108 do not lose the qualification once the election is over, as long as they were qualified during the election for which they are requesting access to documents.⁵³

4.47 Persons who are entitled to access the marked register or lists can only use the information for electoral purposes or for research purposes, within the

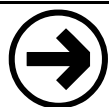
⁵¹ Regulation 117, RPR 2001.

⁵² Regulation 117(1) and (4)(a), RPR 2001.

⁵³ Regulation 117(2), RPR 2001.

meaning of Section 33 of the Data Protection Act 1998. This would mean, for example, that it is legitimate for candidates, agents and local parties to know who did and did not vote at any election both for investigating the current election and in planning for future elections. The vote of any elector must be kept secret but the fact that any person voted or not is a matter of public record (with some restrictions) once the election is over. An Electoral Registration Officer may wish to remind a person to whom access is granted of these restrictions.

4.48 There is only a requirement to supply documents in the form in which they are held, and so if a marked register is only in paper format, a data copy is not required to be produced for supply. Similarly if a postal voters list is only held in data format, it does not have to be produced in paper format.



Section 8, 'Resources', below, contains a table which summarises who can purchase copies of the marked registers and lists after an election.

4.49 The cost of a marked document is now prescribed.⁵⁴ The charge for data copies is £10 plus £1 per 1,000 entries or part thereof, and for printed copies it is £10 plus £2 per 1,000 entries or part thereof. Although the definitions of data and printed copies are not specified in the legislation, it is reasonable to interpret a 'printed copy' as being a physical hard copy of a document. A PDF or similar electronic version of a document, even if that document could then be printed to create a printed copy, is a data version and should be charged accordingly. The Electoral Registration Officer is only obliged to supply documents in the format in which they hold them: they are not required to process the document in order to change that format, although they may do so.⁵⁵



The above provisions regarding access to marked registers and lists are applied to National Assembly for Wales elections by virtue of Regulation 121 of the RPR 2001.

Recording sales of the register

4.50 The Electoral Commission recommends that Electoral Registration Officers record the transactions of sales of the full and edited register. The income from such sales is often processed through the local authority and so the revenue gained, alongside the number of registers sold, should be available for public scrutiny and be made available if so required.

4.51 In all matters of requests for data, the Electoral Registration Officer should consider the extent to which it is appropriate to release personal data, bearing

⁵⁴ Regulation 120, RPR 2001.

⁵⁵ Regulation 116(4), RPR 2001.

in mind the provisions of the Data Protection Act 1998. The Information Commissioner has recommended that:^{52a}

‘Organisations should publish and regularly update a list of those organisations with which they share, exchange, or to which they sell, personal information, including ‘selected third parties’.’



Contact details for the Information Commissioner’s Office are provided in Section 2 of Part E, ‘Improving completeness and accuracy’.

4.52 The legislation clearly sets out which individuals and organisations can receive copies of the full register, but as copies of the edited register can be purchased by anyone, if a request is made for a list of those who have purchased it, the Electoral Registration Officer may wish to consider making this information available in line with the Information Commissioner’s recommendation.

^{52a} p.57, Richard Thomas and Mark Walport, *Data Sharing Review Report* (July 2008). The report is available for download at www.justice.gov.uk/reviews/docs/data-sharing-review-report.pdf

5 Old copies of the register

5.1 Old copies of the register should be kept by the Electoral Registration Officer for 15 years to allow for the checking of overseas voter applications.

5.2 The Electoral Registration Officer should not, however, allow access to any electoral register other than the current revised register and any notices of alteration to it.

5.3 Any local authority libraries, the British Library and the National Libraries of Scotland and Wales which hold copies of the full register may supply copies of registers which are more than 10 years old (from the first date of publication) for research purposes under certain circumstances. The register may only be supplied as a copy in the format in which the depository holds it, and it may only be supplied for research purposes, which are defined as:⁵⁶

‘statistical or historical purposes [which meet] “the relevant conditions”, in relation to any processing of personal data. [These are]:

(a) that the data are not processed to support measures or decisions with respect to particular individuals, and

(b) that the data are not processed in such a way that substantial damage or substantial distress is, or is likely to be, caused to any data subject.’

5.4 Legislation on access to the register relates only to the current register and to registers held by libraries and archive units that are over 10 years old. There is no duty to provide access to registers which are not current.

⁵⁶ Section 33(1), Data Protection Act 1998; Regulation 92(2), RPR 2001.

6 Absent voting records and lists

Supply of the absent voting records and lists to candidates, election agents, registered political parties and elected representatives

6.1 Elected representatives, candidates, registered political parties and local constituency parties may request that the Electoral Registration Officer supply, as soon as practicable after the request is made and free of charge, a copy of.⁵⁷

- the current version of the absent voting record which would, in the event of a particular election being called, be included in the absent voting lists to be used at that election, and
- the current or final version of the absent voting lists for a particular election

6.2 For the purposes of the regulations, in England and Wales, the 'current' copy of the records or lists is a copy as at 9am on the date it is supplied.⁵⁸ In Scotland, the 'current copy' of the records or lists is a copy as at the beginning of the day it is supplied, except at local government elections where it is a copy as at 9am on the date it is supplied.⁵⁹



For the purposes of supplying the absent voting records and lists it is important to be aware of the various definitions of a 'candidate' at different elections.⁶⁰

The earliest day a person may become a candidate at a UK Parliamentary election is on the day the UK Parliament is dissolved or, in the case of a by-election, the day the vacancy occurs. Otherwise, a person becomes a candidate when they are declared by themselves or others to be a candidate, or on the day on which they are nominated as a candidate, whichever is the earlier date.

A person becomes a candidate at a local government election in England or Wales on the last date for publication of the notice of election if they are declared by themselves or others to be a candidate prior to that date. Otherwise, a person becomes a candidate when they are declared by themselves or others to be a candidate, or on the day on which they are nominated as a candidate, whichever is the earlier date. A candidate at a local government election in Scotland is a person having been nominated or having

⁵⁷ Regulation 61, RPR 2001; Paragraph 13, Schedule 1, NAW (RoP) Order 2007; Regulation 16, RP (AV) (Scotland) Regulations.

⁵⁸ Regulation 61(16), RPR 2001; Paragraph 13(17), Schedule 1, NAW (RoP) Order 2007.

⁵⁹ Regulation 61(16), RPR (Scotland) 2001; Regulation 16(14)(a), RP (AV) (Scotland) Regulations.

⁶⁰ Sections 118 and 118A, RPA 1983; Regulation 31(2), European Parliamentary Elections Regulations 2004; Article 81, Scottish Parliament Order; Article 84, NAW (RoP) Order 2007.

declared themselves to be a candidate for election to the office to be filled at the election.

At a Scottish Parliamentary or National Assembly for Wales election, a person becomes a candidate on the day of dissolution of the Parliament or Assembly (as the case may be) or the day a vacancy arises and causes a constituency by-election if they have already declared themselves or been declared by others to be a candidate. Otherwise, a person becomes a candidate when they are declared by themselves or others to be a candidate, or on the day on which they are nominated as a candidate, whichever is the earlier date.

For the purposes of a European Parliamentary election, a person who is included in the list of candidates of a registered party becomes a candidate on the day the list is submitted by the party. A person standing as an individual at the election becomes a candidate on the last date for publication of the notice of election if they are declared by themselves or others to be a candidate prior to that date. Otherwise, a person becomes a candidate when they are declared by themselves or others to be a candidate, or on the day on which they are nominated as a candidate, whichever is the earlier date.

6.3 Any such request must be made in writing and must specify which records or lists are required, whether the request relates to the current and/or the final lists and whether the information should be supplied in data or paper format.⁶¹

6.4 The records and lists do not include the personal identifier information supplied by absent voters, which is contained within a separate record (the personal identifiers record) and personal identifier information must not be included in the copies of records and lists supplied.

6.5 There are no restrictions on the number of times that an eligible person may apply for copies of the documents. Each application should be dealt with separately.

6.6 Where a request is made for the supply of a final copy of the postal voters list, the Electoral Registration Officer must supply the information as soon as practicable after the deadline for the receipt of postal vote applications at 5pm on the eleventh working day before the date of the poll.⁶² Similarly, the finalised list of proxies must be supplied as soon as practicable after the sixth working day before the poll,⁶³ and must then be updated to take account of any changes that occur as a result of any emergency proxy applications granted after that deadline.⁶⁴

⁶¹ Regulation 61(2), RPR 2001; Paragraph 13(3), Schedule 1, NAW (NoP) Order 2007; Regulation 16(3), RP (AV) (Scotland) Regulations.

⁶² Regulation 61(5), RPR 2001; Paragraph 13(6), Schedule 1, NAW (RoP) Order 2007; Regulation 16(7), RP (AV) (Scotland) Regulations.

⁶³ Regulation 61(6), RPR 2001; Paragraph 13(7), Schedule 1, NAW (RoP) Order 2007; Regulation 16(8), RP (AV) (Scotland) Regulations.

⁶⁴ Regulation 61(7), RPR 2001; Paragraph 13(8), Schedule 1, NAW (RoP) Order 2007; Regulation 16(9), RP (AV) (Scotland) Regulations.

6.7 Where elected representatives, candidates, registered political parties and local constituency parties are provided with a copy of the current absent voting records and/or the final lists, they may only use the information for research or electoral purposes and for any purposes compatible with the restrictions applicable to the use of the full register of electors by that recipient.⁶⁵

6.8 Any person who has obtained or who is entitled to obtain a copy of the records or lists may supply a copy of the information to a processor for the purposes of processing the information, or procure information that a processor processes and supplies to them which the processor has obtained under the regulations to be used for the purposes for which they are entitled to obtain the information.⁶⁶ This provision is not applicable to Scottish local government elections.



The rules on supply of absent voting lists at Scottish Parliamentary elections differ from other elections.⁶⁷

As soon as practicable after the publication of the absent voting lists for use at the election, the Electoral Registration Officer must, on request, supply a copy of them free of charge to each constituency candidate or their election agent, each individual standing for return as a regional member or their election agent, and the Nominating Officer of each registered political party standing nominated in the regional election.

If, however, the request for a copy of the lists is made before any issue of postal ballot papers, the lists to be supplied are only copies of the part that relates to that issue.

Inspection of absent voting records and lists

6.9 The Electoral Registration Officer is required to make both the current version of the absent voting record and, when published, the final version of the absent voting lists available for public inspection at their office.⁶⁸ As soon as practicable after 5pm on the sixth day before polling day, the Electoral Registration Officer must make available for public inspection a copy of the final list of absent voters (list of postal voters, list of proxies and list of postal proxies), which must be upgraded to take account of any emergency proxy applications that are granted.

6.10 For a person to inspect the record or the list, they must first make a request in writing, specifying:⁶⁹

⁶⁵ Regulations 61(3) and 61A, RPR 2001; Paragraphs 13(4) and 14, Schedule 1, NAW (RoP) Order 2007; Regulations 16(5) and 18, RP (AV) (Scotland) Regulations.

⁶⁶ Regulation 61(8) and (9), RPR 2001; Paragraph 13(9) and (10), Schedule 1, NAW (RoP) Order 2007.

⁶⁷ Paragraph 12, Schedule 3, Scottish Parliament Order.

⁶⁸ Regulation 61(6) and (10), RPR 2001; Paragraph 13(7) and (11), Schedule 1, NAW (RoP) Order 2007; Regulation 16(2) and (8), RP (AV) (Scotland) Regulations.

⁶⁹ Regulation 61(11), RPR 2001; Paragraph 13(12), Schedule 1, NAW (RoP) Order 2007; Regulation 16(3) and (4), RP (AV) (Scotland) Regulations.

- which records or lists are required (or relevant parts of the information)
- whether the request relates to both the current and/or the final lists
- who will be inspecting the information
- the date on which they would like to make their inspection
- whether they would prefer to inspect the information in printed or data format

6.11 The Electoral Registration Officer must make a copy of the information requested available for **inspection under supervision** as soon as practicable after the date of receipt of the request that has been duly made.⁷⁰ Any person who inspects a copy of the information may not make copies of any particular part of it or record any particulars in it other than by handwritten notes.⁷¹ If the information is made available in electronic format, it must not permit the person inspecting to search by reference to any person's name, and it must not permit any person inspecting to copy or transmit any part of it by electronic or any other means.⁷²

6.12 It is suggested that Electoral Registration Officers write to those requesting to inspect absent voting records or lists to inform them of all the restrictions that apply when inspecting these records or lists. The letter should also include a reminder that the information contained in those documents may only be used for research purposes within the meaning of Section 33 of the Data Protection Act 1998 and for electoral purposes.⁷³ See Section 5, 'Old copies of the register', above, for the definition of 'research purposes'.

6.13 Where the Electoral Registration Officer is not the (Acting) Returning Officer for all or part of the registration area, a copy of the lists must be sent to the (Acting) Returning Officer as soon as practicable after the sixth day before polling day.⁷⁴

⁷⁰ Regulation 61(12), RPR 2001; Paragraph 13(13), Schedule 1, NAW (RoP) Order 2007; Paragraph 17(3), Schedule 3, Scottish Parliament Order; Regulation 16(10), RP (AV) (Scotland) Regulations.

⁷¹ Regulation 61(14), RPR 2001; Paragraph 13(15), Schedule 1, NAW (RoP) Order 2007; Paragraph 17(5), Schedule 3, Scottish Parliament Order; Regulation 16(12), RP (AV) (Scotland) Regulations.

⁷² Regulation 61(13), RPR 2001; Paragraph 13(14), Schedule 1, NAW (RoP) Order 2007; Paragraph 17(4), Schedule 3, Scottish Parliament Order; Regulation 16(11), RP (AV) (Scotland) Regulations.

⁷³ Regulation 61A, RPR 2001; Paragraph 14, Schedule 1, NAW (RoP) Order 2007; Paragraph 19, Schedule 3, Scottish Parliament Order; Regulation 18, RP (AV) (Scotland) Regulations.

⁷⁴ Regulation 61(6)(b), RPR 2001; Paragraph 16(7)(b), Schedule 3, Scottish Parliament Order.

7 Data protection

Data Protection Act 1998

7.1 The Data Protection Act 1998 gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly and in accordance with data protection principles. For Electoral Registration Officers this includes ensuring that the collection, handling and supply of data comply with electoral legislation.

Supply of registration and absent vote applications

7.2 Applications for registration, other than anonymous registration applications, are available for inspection from the day the application is listed on the list of applications for five working days. After that point, no application may be inspected. Applications for absent votes may not be inspected at any time.

7.3 The appointing local authority may request copies of canvass forms and registration application forms in connection with fraud investigations. Although there is no right or duty for such units to access the original documents, the Electoral Registration Officer may supply the document if they feel that it is appropriate and are satisfied that to do so is in compliance with the Data Protection Act 1998.⁷⁵

7.4 Where the Electoral Registration Officer does not consider it appropriate to supply any document, the investigating unit would need to obtain a court order for the supply of the document, in which case the Electoral Registration Officer would then be required to supply that document.

Issues relating to registration data

7.5 All issues relating to the data protection aspects of using registration data should be directed to the Information Commissioner's Office:

In England:

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Tel: 0303 123 1113

Fax: 01625 524510

Email: casework@ico.gsi.gov.uk

⁷⁵ Advice of the Office of the Information Commissioner, 21 August 2002.

In Scotland:

The Information Commissioner's
Office - Scotland
45 Melville Street
Edinburgh EH3 7HL
Tel: 0131 244 9001
Email: scotland@ico.gsi.gov.uk

In Wales:

Information Commissioner's Office –
Wales
2nd Floor
Churchill House
Churchill Way
Cardiff CF10 2HH
Tel: 029 2067 8400
Fax: 029 2067 8399
Email: wales@ico.gsi.gov.uk

8 Resources

Table 2: Organisations and individuals entitled to receive a full copy of the register of electors under the RPR 2001 (as amended)

Note: This table sets out who is entitled to receive what copies of the register under the RPR 2001 and, where possible, where these copies should be provided to. The table does not consider the purposes for which the register once supplied can be used.

Regulation	Organisation/individual	Contact details	Supply of register
97 (E&W) 96 (Scotland)	British Library	See Table 4 below	See Table 3 below
97A (E&W)	National Library of Wales	See Table 4 below	See Table 3 below
97B (E&W) 96 (Scotland)	National Library of Scotland	See Table 4 below	See Table 3 below
98 (E&W) 97 (Scotland)	<ul style="list-style-type: none"> a. Returning Officer for a local government election (including in England and Wales an election for parish and community councillors; and in London the election of Members of the London Assembly and the Mayor of London) b. (Acting) Returning Officer for a Parliamentary election, if they are not the Electoral Registration Officer 	Determined locally as applicable	<ul style="list-style-type: none"> a. On publication, a data copy of the revised register (unless a request is made for a printed copy prior to publication) and any notice setting out an alteration to the register b. As many printed copies as reasonably required for the purposes of the election, with the duty to supply at least one data copy of the revised register, any notice setting out an alteration to the register and the most recent list of overseas electors; copy should be supplied as soon as the announcement is made of Her Majesty's intention to dissolve Parliament or the occurrence of a vacancy in the

Table 2 (cont.): Organisations and individuals entitled to receive a full copy of the register of electors under the RPR 2001

Regulation	Organisation/individual	Contact details	Supply of register
	<p>c. Local Returning Officer for a European Parliamentary election if they are not the Electoral Registration Officer</p> <p>d. Constituency and Regional Returning Officers at a National Assembly for Wales election if they are not the Returning Officer</p> <p>In each of these cases, the electoral area must fall partly or wholly within the registration area.</p>		<p>relevant constituency</p> <p>c. As many printed copies as reasonably required for the purposes of the election, with the duty to supply at least one data copy of the revised register, any notice setting out an alteration to the register and the most recent list of overseas electors; copy to be provided two months before polling day</p> <p>d. As many printed copies as reasonably required for the purposes of the election, with the duty to supply at least one data copy of the revised register and any notice setting out an alteration to the register</p>
97A (Scotland)	Returning Officer for the purposes of any election of members to a National Park authority	Determined locally as applicable	On request, one data copy and as many printed copies as required of the revised register and any notices of alteration to that register
99 (E&W) 98 (Scotland)	Statistics Board (Office for National Statistics)	Trevor Knapman Office for National Statistics Room 4100S Segensworth Road Titchfield Fareham Hants, PO15 5RR	On publication, a data copy (unless a request is made for a printed copy prior to publication) of the revised register, any notice setting out an alteration to the register and any list of overseas electors

Table 2 (cont.): Organisations and individuals entitled to receive a full copy of the register of electors under the RPR 2001

Regulation	Organisation/individual	Contact details	Supply of register
98 (Scotland)	General Register Office for Scotland	General Register Office for Scotland Ladywell House Ladywell Road Edinburgh EH12 7TF	On publication, a data copy (unless a request is made for a printed copy prior to publication) of the revised register, any notice setting out alterations to the register and any list of overseas electors
100 (E&W) 99 (Scotland)	The Electoral Commission	Electoral Registers The Electoral Commission Party and Election Finance 3 Bunhill Row London. EC1Y 8YZ Email: eregisters@electoralcommission.org.uk	On publication, a data copy (unless a request is made for a printed copy prior to publication) of the revised register, any notice setting out an alteration to the register and any list of overseas electors
101 (E&W) 100 (Scotland)	Parliamentary Boundary Commission for England, Wales or Scotland (as appropriate to the Electoral Registration Officer's area)	Determined by Electoral Registration Officer's area as applicable	On publication, a data copy (unless a request for a paper copy is made prior to publication) of the revised register, any notice of alteration and the list of overseas electors to the appropriate Boundary Commission
101 (E&W) 100 (Scotland)	Local Government Boundary Commission for Wales and the Local Government Boundary Commission for Scotland (as appropriate to the Electoral Registration Officer's area)	Determined by Electoral Registration Officer's area as applicable	On publication, a data copy (unless a request for a paper copy is made prior to publication) of the revised register, any notice of alteration and the list of overseas electors to the appropriate Local Government Boundary Commission

Table 2 (cont.): Organisations and individuals entitled to receive a full copy of the register of electors under the RPR 2001

Regulation	Organisation/individual	Contact details	Supply of register
103 (E&W) 102 (Scotland)	Elected representatives (including MPs, MEPs, local councillors, the Mayor of London, London members of the London Assembly, constituency members of the London Assembly, elected mayors) within the registration area	As advised by the elected representative	On request, as specified in the Regulation
104 (E&W) 103 (Scotland)	a. Holders of relevant elective offices within the meaning of Paragraph 1(8), Schedule 7, PPERA b. Candidates for election at a Parliamentary, local government or Greater London Authority election	As advised by the holders of a relevant elective office or candidate as appropriate	On request, a data copy (unless a request for a paper copy is made prior to publication) of the revised register, any notice of alteration and the list of overseas electors
105 (E&W) 104 (Scotland)	Local constituency parties	As advised by the person nominated to act by the party's registered Nominating Officer	On request, a data copy (unless a request for a paper copy is made prior to publication) of the revised register, any notice of alteration and the list of overseas electors of as much as relates to the constituency as falls within the registration area

Table 2 (cont.): Organisations and individuals entitled to receive a full copy of the register of electors under the RPR 2001

Regulation	Organisation/individual	Contact details	Supply of register
106 (E&W) 105 (Scotland)	Registered political parties: a. a registered political party other than a minor party within the meaning of Section 160(1) of PPERA b. a recognised third party within the meaning of Section 85(5) of PPERA, other than a registered political party c. a permitted participant within the meaning of Section 105(1) of PPERA, other than a registered political party	As advised by the party or permitted participant	On request, a data copy (unless a request for a paper copy is made prior to publication) of the revised register, any notice of alteration and the list of overseas electors
107 (E&W) 106 (Scotland)	The council which appointed the Electoral Registration Officer	As advised by the council	On request, a data copy (unless a request for a paper copy is made prior to publication) of the revised register, any notice of alteration and the list of overseas electors for as much as relates to the council area
107 (E&W)	Any other local authority which area contains all or part of the Electoral Registration Officer's responsibility such as county borough councils, but not parish and community councils	As advised by the local authority	On request, a data copy (unless a request for a paper copy is made prior to publication) of the revised register, any notice of alteration and the list of overseas electors of as much as relates to the area of the local authority concerned

Table 2 (cont.): Organisations and individuals entitled to receive a full copy of the register of electors under the RPR 2001

Regulation	Organisation/individual	Contact details	Supply of register
107 (E&W) 106 (Scotland)	Parish and community councils	As advised by the parish or community concerned	On request, a data copy (unless a request for a paper copy is made prior to publication) of the revised register, any notice of alteration and the list of overseas electors of as much as relates to the area of the local authority concerned
108 (E&W) 107 (Scotland)	Individual candidates at a UK Parliamentary, European Parliamentary, National Assembly for Wales or local government elections; individual candidates for the election of a Mayor under Part II of the Local Government Act 2000 (England and Wales only); and the election agent of a registered political party which submits a list of candidates at a European Parliamentary election, National Assembly for Wales election or an election of London members of the London Assembly	As advised by the candidate or election agent	On request, a data copy (unless a request for a paper copy is made prior to publication) of the revised register, any notice of alteration and the list of overseas electors of as much as relates to the area for which the candidate is standing

Table 2 (cont.): Organisations and individuals entitled to receive a full copy of the register of electors under the RPR 2001

Regulation	Organisation/individual	Contact details	Supply of register
109 (E&W) 108 (Scotland)	<ul style="list-style-type: none"> a. any police force in Great Britain b. Police Service of Northern Ireland and the Police Service of Northern Ireland (Reserve) c. National Criminal Intelligence Service d. National Crime Squad e. Police Information Technology Organisation f. any body of constables established under an enactment g. Security Service, GCHQ and the Secret Intelligence Service 	As advised by the relevant body	On request, a revised version of the register, any notice setting out an alteration to the register and a list of overseas electors
109A (E&W) 108A (Scotland)	A public library or local authority archives service where their remit includes the registration area	As advised by the library or archives service	On request, as defined in the Regulations

Table 3: The requirement to supply to the national libraries depending on the location of the Electoral Registration Officer

Location of ERO	British Library	National Library of Wales	National Library of Scotland
England	On publication, one printed and one data copy of the revised register and one printed copy of the list of overseas electors; no notices setting out alterations to the register required	On publication, one data copy of the revised register (unless a request for a printed copy is made prior to publication) and one printed copy of the list of overseas electors; no notices setting out alterations to the register required	On publication, one data copy of the revised register and one printed copy of the list of overseas electors; no notices setting out alterations to the register required
Wales	On publication, one printed and one data copy of the revised register and one printed copy of the list of overseas electors; no notices setting out alterations to the register required	On publication, one printed copy and one data copy of the revised register and one printed copy of the list of overseas electors; no notices setting out alterations to the register required	On publication, one data copy of the revised register and one printed copy of the list of overseas electors; no notices setting out alterations to the register required
Scotland	On publication, one printed and one data copy of the revised register and one printed copy of the list of overseas electors; no notices setting out alterations to the register required	No requirement to supply	On publication, one printed copy and one data copy of the revised register and one printed copy of the list of overseas electors; no notices setting out alterations to the register required

Table 4: Format for sending data to the national libraries and certain other bodies

Body	Data version	Printed version	Monthly updates
Electoral Commission	CSV format only. Also CSV for overseas. Note that EML, word or PDF is not acceptable.	Not required	CSV format
ONS (on behalf of the Statistics Board)	Excel or CSV only by Email, CD or Floppy disk	Not required	Not required
British Library	As per British Library Guidance http://tinyurl.com/ECannualcavass	As per British Library Guidance	Not required
National Library Wales	Plain text or CSV format on disk or CD-roms sent by post. Emails cannot be accepted	As per British Library guidance	Not required
National Library of Scotland	Any format, by email if possible	As per British Library guidance	Not required

Table 4a: Postal and email addresses for sending data to the national libraries and certain other bodies

Body	Address	Email
Electoral Commission	By Post The Electoral Commission Party and Election Finance 3 Bunhill Row London EC1Y 8YZ	eregisters@electoralcommission.org.uk
	Hand Delivery Only North of England Office The Electoral Commission York Science Park IT Centre Innovation Way Heslington York YO10 5NP	
	Midlands Office The Electoral Commission 2 The Oaks Westwood Way Westwood Business Park Coventry CV4 8JB	

South West Office
The Electoral Commission
Regus
1 Emperor Way
Exeter Business Park
Exeter EX1 3QS

Scotland Office
The Electoral Commission
Lothian Chambers
59-63 George IV Bridge
Edinburgh EH1 1RN

Wales Office
The Electoral Commission
Caradog House
1-6 St Andrew's Place
Cardiff CF10 3BE

General Register
Office for Scotland

Neil Bowie
Alternative Sources Branch
General Register Office for Scotland
Room 1/2/9, Ladywell House
Ladywell Road
Edinburgh
EH12 7TF

neil.bowie@gro-scotland.gsi.gov.uk

ONS	Trevor Knapman Office for National Statistics Room 4100S Segensworth Road Titchfield Fareham Hants, PO15 5RR	siu.electoral.registers@ons.gov.uk
British Library	Electoral Register Receipt, Social Sciences Collections and Research, The British Library, 96 Euston Road, LONDON NW1 2DB	electoraldeposit2012@bl.uk (This is a secure email system. Please email the above address now to register to use the system)
National Library of Wales	Official Publications Legal Deposit Unit The National Library of Wales Aberystwyth SY23 3BU	Not applicable
Scottish EROs to National Library of Scotland	Serials Unit National Library of Scotland 33 Salisbury Place Edinburgh EH9 1SL	legal-deposit@nls.uk
England and Wales EROs to National Library of Scotland	Digital Collections National Library of Scotland 33 Salisbury Place Edinburgh EH9 1SL	legal-deposit@nls.uk

Table 4b: Preferred formats from the national libraries

National Library	Special instructions requested
British Library	After a request from administrators for preferred guidelines on the production of registers, the British Library have produced the following guidance for Electoral Registration Officers to consider: http://www.electoralcommission.org.uk/__data/assets/pdf_file/0020/68420/british-library-guidelines.pdf This guidance is suitable for all archive versions of the register. Electoral Registration Officer consideration of the guidance will assist with long term storage of the register.
National Library of Wales	The National Library of Wales request, as with all the recipient bodies are contained in these tables. The actual request in Welsh and English is available at: http://www.electoralcommission.org.uk/__data/assets/electoral_commission_pdf_file/0011/68474/2009_NLW_guidelines.pdf

Table 5: Organisations and individuals entitled to receive a full copy of the register of electors under Schedule 1 of the Scottish Parliament Order

Paragraph	Organisation	Contact details	Supply of register
1	Returning Officers for a Scottish Parliamentary election	As advised by the Returning Officer	As many printed copies as reasonably required for the purposes of the election, with the duty to supply at least one data copy of the revised register, any notice setting out an alteration to the register and any record of anonymous entries; copy should be supplied as soon as the announcement of Her Majesty's intention to dissolve Parliament or the occurrence of a vacancy in the relevant constituency
3	Members of the Scottish Parliament (MSPs)	As advised by the MSP	On written request, one data copy (unless a request for a paper copy is made prior to publication) of the revised register and any notice of alteration for as much as relates to their constituency or, for regional members, for the whole of the registration area
4	Constituency candidates, individual regional candidates and the election agent of a registered political party which submits a list of candidates for election	As advised by the candidate or election agent of the registered political party	On written request, one data copy (unless a request for a paper copy is made prior to publication) of the revised register and any notice of alteration for as much as relates to the area in which the candidate is standing

Table 6: Public inspection of election documentation

Legal reference	Who can inspect?	Details
Regulation 118	Any person	<p>Any person may request that the following be made available for inspection:</p> <ul style="list-style-type: none">• relevant part of the marked register of electors• marked postal voters list• marked list of proxies• marked proxy postal voters list• any other document relating to the election (except the ballot papers, completed corresponding number lists and certificates of employment on duty on polling day) <p>The request must:</p> <ul style="list-style-type: none">• be made in writing• specify who will be inspecting the documents• specify the date on which they wish to inspect the documents• specify whether they would prefer to inspect the documents in printed or electronic data format

Note: Tables 6, 7 and 8 show who is entitled to access to election documentation after the election.⁷⁶

⁷⁶ All references in Tables 6, 7 and 8 are to the RPR 2001.

Table 6 (cont.): Public inspection of election documentation

Legal reference	Who can inspect?	Details
Regulation 118	Any person	<p>In the case of a request to inspect the marked register or lists, state the purpose for which the information will be used and why the inspection of a copy of the full register or unmarked list(s) would not be sufficient to achieve that purpose. Where the Electoral Registration Officer determines that the purposes for which the applicant wishes to use the information may be achieved by inspecting a copy of the full register, they shall advise the applicant of their decision and make the full register available for inspection under supervision.</p> <p>The relevant documentation must be made available for inspection within 10 days of the receipt of the request.</p> <ul style="list-style-type: none">• Only handwritten notes of the marked register of electors and the marked absent voters lists may be made.• Copies of the other election documentation open to inspection may not be made in any form. <p>Any information obtained through the inspection of the election documentation may only be used for:</p> <ul style="list-style-type: none">• research purposes within the meaning of Section 33 of the Data Protection Act 1998 (research, history and statistics)• electoral purposes

Table 7: Copies of the marked register of electors and absent voters lists

Legal reference	May be supplied to	Details
Regulation 117	<ul style="list-style-type: none"> • The Electoral Commission (Regulation 100) • Elected representatives for electoral purposes (Regulation 103) • Local constituency parties (Regulation 105) • Registered political parties (Regulation 106) • Candidates (Regulation 108) • Police forces and other agencies (Regulation 109) • Government departments and other bodies (Regulation 113) 	<p>On request and on payment of a fee calculated by reference to Regulation 117, these individuals and organisations are entitled to copies of the:</p> <ul style="list-style-type: none"> • relevant part of the marked register of electors • relevant part of the marked postal voters list • relevant part of the marked list of proxies • relevant part of the marked proxy postal voters list <p>The request must:</p> <ul style="list-style-type: none"> • be made in writing • specify which marked register or list (or relevant part) is required • state whether a printed or data copy of the marked register or list(s) is required • state the purpose for which the marked register or list(s) will be used and why the supply or purchase of a copy of the full register or unmarked list(s) would not be sufficient to achieve that purpose <p>If the Electoral Registration Officer is not satisfied that the applicant needs to see the marks on the marked register or lists for the purpose for which it is requested, they may treat the request as one for information in unmarked lists, or for a copy of the full register, or both.</p> <p>The marked register of electors and lists may only be used for:</p> <ul style="list-style-type: none"> • research purposes within the meaning of Section 33 of the Data Protection Act 1998 (research, history and statistics) • electoral purposes • purposes that are applicable under the regulation entitling the individual or body to the use of the full register of electors

Table 8: Copies of other election documentation

Legal reference	May be supplied to	Details
Regulation 118(8)	Police forces and other agencies (Regulation 109)	<p>In addition to inspecting the marked register of electors, marked postal voters list, marked list of proxies, marked proxy postal voters list and any other document relating to the election (except the ballot papers, completed corresponding number lists and certificates as to employment on duty on polling day), the following organisations may request, free of charge, copies of any election documentation open to public inspection:</p> <ul style="list-style-type: none"> • any police force in Great Britain • the Police Service of Northern Ireland and the Police Service of Northern Ireland (Reserve) • the Serious Organised Crime Agency • the Police Information Technology Organisation • any body of constables established under an Act of Parliament • the Security Service • GCHQ • the Secret Intelligence Service <p>Information supplied may only be used for the purposes set out in Regulation 109(4), i.e.:</p> <ul style="list-style-type: none"> • in the case of the identified police forces: <ul style="list-style-type: none"> – the prevention and detection of crime and the enforcement of criminal law (whether in England and Wales or elsewhere) – the vetting of a relevant person for the purpose of safeguarding national security • in the case of the Security Service, the GCHQ and the Secret Intelligence Service, those purposes connected with their statutory functions