

This statement sets out the standards that you can expect from the Electoral Commission when we collect or hold personal information about you; how you can get access to your personal data; and what you can do if you think standards are not being met.

Personal data is information relating to living individuals. Such information is protected by the Data Protection Act 1998 and any information the Commission holds or processes must be maintained in accordance with that Act.

When we collect personal information, we will:

- explain why we need it
- ask only for what is needed, and not collect too much or irrelevant information
- protect it and make sure nobody has access to it who shouldn't
- make sure it is not kept longer than necessary and
- not make your personal information available for commercial use without your permission.

In return, we ask you to:

- give us accurate information and
- tell us as soon as possible if there are any changes, such as a new address

This helps us to keep your information reliable and up to date.

The Commission holds personal data relating to:

- copies of electoral register
- correspondence or complaints from individuals
- information obtained during investigations conducted through the Commission's powers under the Political Parties Elections and Referendums Act 2000 and the Political Parties and Elections Act 2009
- consultation responses
- job applications and human resources data relating to current and former employees

For other areas of our work and for more information about the types of data we hold please see our publication scheme on our website at

www.electoralcommission.org.uk/__data/assets/pdf_file/0015/70143/Publication-Scheme-2009-final.pdf

In relation to this information, we promise to use the information only for the purpose for which it was provided. We will ensure the data is protected and is not accessible to anyone who should not have access. We will make sure it is not kept longer than necessary. We will also not allow your information to be used for commercial purposes without the permission.

You can get more details:

- how to find out what information we hold about you and how to ask us to correct any mistakes
- agreements we have with other organisations for sharing information
- circumstances where we can pass on your personal information without telling you, for example, to prevent and detect crime or to produce anonymised statistics
- our instructions to staff on how to collect, use and delete your personal information
- how we check the information we hold is accurate and up to date; and
- how to make a complaint

For information on how The Electoral Commission handles personal data please contact:

Jo Crofton Diggins
The Electoral Commission
3 Bunhill Row
London EC1Y 8YZ
Email: jcrofton-diggins@electoralcommission.org.uk

The Data Protection Act

When we ask you for information, we will keep to the law, including the Data Protection Act 1998. For independent advice about data protection, privacy and data-sharing issues, you can contact the Information Commissioner at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Phone: 08456 30 60 60 or 01625 54 57 45 Fax: 01625 524510

Website: www.ico.gov.uk