

electoral administration bulletin

The
Electoral
Commission

Contents

2021 canvass: guidance and canvass communications update

Information on updates to our guidance and canvass communications ahead of the 2021 canvass.

May 2021 elections: post-election feedback and data collection

Reminder of how to submit feedback and data relating to the May 2021 elections.

EA Bulletins are issued on a regular basis. They are one of our key channels for communicating with Returning Officers, Electoral Registration Officers and their staff. Past issues of Bulletins for England, Scotland and Wales are available [here](#). You can also [subscribe to the EA Bulletins](#).

Please [keep us informed](#) of any staff changes within your team. This will help us to keep our mailing lists up-to-date.

If there is a new RO/ERO appointment in your authority, please contact the team in Wales by e-mailing infowales@electoralcommission.org.uk

We are sending you this newsletter as it contains important information about the Electoral Commission's work which is relevant to you. The newsletter forms part of the Electoral Commission's public task which has its basis in the Political Parties, Elections and Referendums Act 2000. We will manage your personal information and contact details



Issue 303 (Wales) – 27 May 2021

2021 canvass: guidance and canvass communications update

As we approach the start of the 2021 canvass, we wanted to update you on updates to our guidance - including some improvements to how you access and find guidance on the website - and on changes we have made to the canvass communications.

Changes to how to access and search guidance

We have made it easier to find the type of guidance you are looking for by introducing a new page separating out the different areas of guidance once you have selected the 'I am an Electoral Administrator' option. This new page allows you to navigate directly to Returning Officer and Electoral Registration Officer guidance sections, as well as other information such as the EA Bulletin pages and our suite of electoral registration forms and letters

Following your feedback, we have also made changes to help you search our ERO guidance more efficiently. We've introduced filters to help you find the guidance suite you need and added an optional keyword search to help you locate guidance on a specific topic more easily. You can find more information on the improvements in our 'Q&A user guide' [here](#).

Guidance updates for the canvass

We have updated the content of our guidance to reflect feedback received during, and following, the 2020 annual canvass. These updates relate to three main areas:

- [The use of e-communications](#) – including how to maximise the collection of email addresses and phone numbers to support increased use of e-communications and how to ensure public confidence when using e-communications
- [Local data matching](#) – including additional guidance on the ERO's power to obtain data, as well as some practical considerations for how to work with other teams in your local authority to access data
- [Management of Route 3](#) – including expanded guidance on working with responsible persons and steps to take during (and after) the canvass

in line with the General Data Protection Regulation and UK data protection legislation as outlined in our privacy notice (<https://www.electoralcommission.org.uk/privacy-notice>)

If you no longer wish to receive this newsletter, you may [unsubscribe](#) at any time.

We have also published some further guidance on [carrying out enquiries outside of the canvass period](#) in response to queries received on how best to do this, given that the canvass communications are prescribed for use within the canvass period only. We will be producing a new template 'Registration Enquiry Form' designed for use outside the canvass period to assist with this. This will be available on our electoral registration forms and letters page by the end of June 2021.

Canvass communications update

In response to feedback we received after the first reformed canvass last year – and a consultation with electoral administrators, groups representing their interests, government officials and Ministers - we have made updates to the CCA, CCB-blank, CF and CF-blank forms to improve the process for both residents and administrators.

The [updated communications are now available to download](#), alongside a summary containing more detail on the changes, guidance for using them effectively and frequently asked questions.

May 2021 elections: post-election feedback and data collection

As highlighted in recent [Bulletins](#), we'd like to hear your views and experiences of administering the May 2021 elections, and are also collecting data relating to the polls.

- **Data collection**

We are collecting data through our [online portal](#), and the deadline for completion is Monday 21 June. A user guide to help you with submitting your data is available [here](#).

- **Electoral administration feedback**

If you would still like to give us your feedback, the survey can be found [here](#) and the deadline for submitting it is Friday 11 June.

- **Polling station staff survey**

The [survey](#) is open until 11 June, and the link can be shared with polling station staff who worked on 6 May.

If you have any questions about the data collection, please contact research@electoralcommission.org.uk; and if you have questions about the electoral administration feedback or polling station staff surveys, please contact researchsurvey@electoralcommission.org.uk.

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