

# electoral administration bulletin

The  
Electoral  
Commission



Issue 215 (Wales) – 30 May 2018

## EU General Data Protection Regulation (GDPR) update

As you will know, the EU General Data Protection Regulation (GDPR) and Data Protection Act 2018 came into force on 25 May 2018 and we wanted to provide you with a reminder of the guidance that is available.

### GDPR resource

Our [GDPR resource](#) was published in February to support you in meeting your obligations under the GDPR as they relate to your electoral administration responsibilities. We have received a number of queries further to this and are updating the resource to address these additional points, and will confirm to you in a future Bulletin when this has been completed.

### Guidance and resources for EROs

In March, we updated our core guidance and supporting resources for EROs to reflect GDPR requirements. The full suite of core ERO guidance is available on [our website](#), with the supporting resources accessible from the resources section underneath the relevant guidance part.

### Guidance and resources for ROs

We are in the process of updating our RO guidance and resources for local elections in England and Wales to ensure that they reflect GDPR requirements, and have been making these available on a rolling basis. The updated resources are accessible from the resources section underneath the relevant guidance part on our [RO webpage](#).

We have several updates still to complete relating to registration requirements and the position for party and independent candidates, which we are still awaiting advice on from the Information Commissioner's Office (ICO). We will make the necessary updates to the RO and candidates and agents' guidance and resources as soon as we receive this, and will confirm to you in

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### EU General Data Protection Regulation (GDPR) update

A reminder that GDPR came into force on 25 May, and information on our updated guidance and resources.

### Electoral registration: HEF letters and envelopes

Links to the additional template HEF letters and envelopes which reflect learning from the 2017 project to increase response rates.

### Royal Mail poll card delivery options

Information about changes to Royal Mail specifications for the mailing of poll cards.

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

a future Bulletin when this has been completed.

### Forms and letters

As highlighted in Bulletin [211](#) and [213](#) we have updated our suite of [registration application forms](#) and [absent vote application forms](#) to reflect GDPR.

In addition we have also now updated:

- our guidance on electoral registration forms and letters
- the exceptions, attestation and civil penalty letter templates (where necessary)
- the alternative languages and formats of the invitation to register

These updates can all be found on [our website](#).

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### Electoral registration: HEF letters and envelopes

Further to Bulletin [213](#) we can confirm that additional template HEF letters and envelopes that reflect the learnings from the 2017 project to increase response rates are now available on our website:

[www.electoralcommission.org.uk/i-am-a/electoral-administrator/running-electoral-registration/registration-forms-and-letters](http://www.electoralcommission.org.uk/i-am-a/electoral-administrator/running-electoral-registration/registration-forms-and-letters).

The previous templates are also still available and you can decide which templates, if any, you want to use based on your local circumstances. Information on the additional template HEF letters and envelopes is available in the forms and letters [guidance for Electoral Registration Officers](#) and further information on the findings of the 2017 project is available in the [trial report](#).

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### Royal Mail poll card delivery options

We understand from recent discussions with the Cabinet Office Suppliers' Group that from 1 June 2018 your suppliers will no longer be able to use the existing Royal Mail Mailmark mailing option for the mailing of poll cards unless they have obtained Royal Mail accreditation following a test of their existing products. Royal Mail are making the opportunity to test products available to all suppliers.

If you currently use Royal Mail to deliver your poll cards, you should contact your supplier as soon as possible to ensure that the contractual arrangements you have in place will continue to ensure the successful delivery of poll cards to your electors in the future.

### Guidance and Support

For further details on the Royal Mail Poll Card Mailing Option and the new Royal Mail specifications for posting poll cards via Mailmark, please see the Mailmark Machine Readable Letters and Large Letters User Guide:

[http://www.royalmailtechnical.com/User\\_Guide.cfm](http://www.royalmailtechnical.com/User_Guide.cfm).

If you have any queries about the change, you should contact your usual Royal Mail contact.

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please contact the team in Wales by e-mailing [infowales@electoralcommission.org.uk](mailto:infowales@electoralcommission.org.uk).

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