

Full Electoral Register Request Form - 2023

By completing this form, you are stating that you are entitled to receive the West Suffolk Electoral Register for the year 2023* comprising a full register, sent during the week beginning 8 May 2023 and monthly updates from June 2023 to September 2023.

* If your role as a West Suffolk Councillor ends, for example due to resignation or disqualification, then no registers or monthly updates will be sent.

Full name:	
District Ward:	
Date elected:	4 May 2023
Telephone no:	
Email address^:	

^ Electoral registers sent to a West Suffolk Council email address will not need to be password protected. If any other email address is used, the electoral registers will be password protected prior to being sent out.

<p>Please provide the electoral register in the following data format: This will be sent to you by email as a zipped 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

<p>Please note that a data copy of the register saves both time and money for the council. However, if you are unable to receive the register in data format, then please supply your address below. The register and amendments will be sent to you by Recorded Post.</p>

I declare that I am entitled to receive a copy of the full electoral register under the provisions of the Representation of the People Regulations 2001.

I will use my copy of the electoral register only for the purposes permitted by the relevant regulations.

I will only allow others who are assisting me in my duties to use my copy of the electoral register for the same purposes.

I understand that any other use other than those permitted is illegal with a **maximum fine of £5,000.**

Signature:		Date:	
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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 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

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.

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

For further information on our Data Protection Policies, please go to our website: www.westsuffolk.gov.uk or email: data.protection@westsuffolk.gov.uk