

Use of your personal data

In order to fulfil our employment contract with you for you to work for Electoral Services during the [year, local/general election] we (Woking Borough Council) need to collect your personal data.

We will use your personal data to provide your training, pay your salary, to share with other team members in order to manage the polling stations or count teams. We will not use it for any other purposes unless the law allows us to do so.

In order to do so, your personal data **might** be shared with external organisations that provide services to the Council including payroll services and training services. We will not share it with anyone else unless the law allows us to do so.

We will hold your personal data for no longer than 12 months after the election you work at. You can contact us to ask us to access, rectify or erase the personal data we have about you.

More information on how we collect and use your personal data and the control you have over it is available on our website:

woking.gov.uk/dataprotection

You can also find out more by contacting our Data Protection Officer:

dataprotectionofficer@woking.gov.uk
01483 755855