

## Data Retention

### Employees of the Returning Officer Documents/Data

<b>Document/Data</b>	<b>Period of Retention</b>	<b>Reason for Retention</b>	<b>Lawful Basis for Processing</b>
Name and address	Six full financial years	Delivery of poll	Public task
Bank account details	Six full financial years	Payment for election duties	Public task
Contact details	Six full financial years	Delivery of poll	Public task
National Insurance Number	Six full financial years	Payment for election duties	Public task
Copy of passport	Six full financial years	Proof of right to work in the UK	Public task

### Registration Documents/Data Held by the Electoral Registration Officer

<b>Document/Data</b>	<b>Period of Retention</b>	<b>Reason for Retention</b>	<b>Lawful Basis for Processing</b>
Invitation to Register	Thirteen months	In case of legal challenge	Public task
Date of birth	Until registration cancelled	Determination of eligibility to vote, identification of individuals, checking of postal voting details	Public task
Contact details	Until registration cancelled	To contact electors if there are issues with their registration	Consent
Household Enquiry Form	Until registration cancelled	Maintenance of Register of Electors (statutory requirement)	Public task
Signature on postal vote application	Five years, or until postal vote cancelled	Verification of validity of postal vote	Public task
Date of birth on postal vote application	Until postal vote cancelled	Verification of validity of postal vote	Public task
Proxy voting application	Until proxy vote cancelled	Verification of validity of proxy vote	Public task
Nationality details	Until registration cancelled	Determination of eligibility to vote	Substantial public interest
Copy of identification document/s (e.g. passport or driver's license)	Thirteen months	In case of legal challenge	Public task
Register of Electors	Fifteen years	Verification of validity of overseas electors' registration applications	Public task

**Elections Documents/Data Held by the Returning Officer**

<b>Document/Data</b>	<b>Period of Retention</b>	<b>Reason for Retention</b>	<b>Lawful Basis for Processing</b>
Candidate Nomination Papers	One year	Statutory requirement (Representation of the People Act 1983)	Public task
Candidate Home Address Form	21 days	Statutory requirement (Representation of the People Act 1983)	Public task
Candidate's Expenses Forms	Two years	Statutory requirement (Representation of the People Act 1983)	Public task
Notification of Election Agent	One year	Statutory requirement (Representation of the People Act 1983)	Public task
Appointment of polling and counting agents	One year	Statutory requirement (Representation of the People Act 1983)	Public task
Notice of Election Results	Indefinitely	Historical record	Public task
Other election notices	Until election petition deadline	Statutory requirement (Representation of the People Act 1983)	Public task
Polling station documents	One year	Statutory requirement (Representation of the People Act 1983)	Public task
Documents from the postal vote issues and openings	One year	Statutory requirement (Representation of the People Act 1983)	Public task
Documents from the count	One year	Statutory requirement (Representation of the People Act 1983)	Public task