



PRIVACY STATEMENT

For Register of Electors

Who are we and why do we need personal data?

Kildare County Council (the Council) is the democratically elected unit of Local Government in County Kildare and is responsible for providing a range of services to meet the economic, social, and cultural needs of the people of our County.

The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of the Council's core objectives and is included in our [Corporate Plan](#). This quality service includes not only the level and quality of service given to our customers, but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment.

To provide the most effective and targeted range of services to meet the needs of the citizens, communities, and businesses of County Kildare we will be required to collect, process, and use certain types of information about people and organisations. Depending on the service being sought or provided the information sought may include 'personal data' as defined by the Data Protection Acts and by the [General Data Protection Regulation \(GDPR\)](#) and may relate to current, past, and future service users; past, current, and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements or to carry out functions in the public interest.

Why do we have a Privacy Statement?

This privacy statement has been created to demonstrate our commitment that personal data you may be required to supply to us is -

- Obtained lawfully, fairly and in a transparent manner.
- Obtained for only specified, identified and legitimate purposes.
- Processed for purposes which we have identified or purposes compatible with the purposes that we have identified.
- Adequate, relevant, and limited to what is necessary for purpose for which it was obtained.
- Personal data collected and processed must be accurate and (where necessary) kept up to-date.
- Kept only for as long as is necessary for the purposes for which it was obtained.

- Processed in a manner that ensures the appropriate security of personal data including protection against unauthorised or unlawful processing.

More detail is available in our Data Protection Policy Statement which is available [here](#).

What is the activity referred to in this Privacy Statement?

The Council, as a Registration Authority, is responsible for the preparation, publication, dissemination, validation and management of the Register of Electors, and any Balancing List as we may be required to produce in accordance with the [Electoral Act 1992 \(as amended\)](#) and the [Electoral Reform Act 2022](#).

To be able to vote at a general, presidential, local election, or referendum, a person must be entered on the Register of Electors for the area in which they ordinarily reside.

To determine eligibility for inclusion on the Register, persons wishing to be included are required to provide the following personal data:

- Name
- Address
A person must be ordinarily resident at the address in question. A person may be registered at one address only.
- Eircode
- PPSN number
- Date of birth
You can register to vote at any time (up to 15 days before an electoral event, excluding Sundays, Good Friday, and public holidays). A person must be at least 18 years of age to be eligible to vote.
However, you can register to vote if you are 16 years or over. By registering at the age of 16, it means that your Local Authority will be able to move you to the live register once you reach the age of 18.
- Citizenship
While every adult resident is entitled to be registered, the registration authority needs to know a person's citizenship because it is citizenship that determines the election/referendum at which a person may vote.



The legal bases for the processing of personal data to form the Electoral Register

[Articles 6\(1\)\(c\) and 6\(1\)\(e\) of the General Data Protection Regulation, 2016](#) provide the legal basis. Under article 6(1)(c), the processing is necessary by the Council in compliance with their legal obligation.

Under Article 6(1)e, the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council as data controller, namely the [Electoral Act 1992 \(as amended\)](#) and the [Electoral Reform Act 2022](#) and any Regulations made thereunder, in conjunction with the [Social Welfare Consolidation Act 2005, as amended](#).

How do we use personal data?

Electoral details can be updated at any time (up to 15 days before an electoral event, excluding Sundays, Good Friday, and public holidays) by accessing [Check the Register website](#). This website allows the elector to register for the first time, review existing details and amend details. Access to the [checktheregister](#) database by Council staff is password protected.

Register of Elector staff in this local authority input the information from [checktheregister](#) to a database called IReg. The IReg database records the personal data provided by electors. This data is used to generate the Register of Electors, which is a continuous rolling register. Access to IReg is password protected and restricted to Council staff with responsibility for generating the Electoral Register.

Members of the public can submit amendments in hard copy format. Forms are available from the Council, on request. Completed registration forms provided by individuals are stored by the Council in a safe and secure area. Access to these records is restricted to staff responsible for generating the Electoral Register.

Retention of data follows the Council's [Record Retention Policy](#).

Is personal data shared with other organisations or accessible to other persons?

As a Registration Authority the Council are required to make arrangements whereby any person may, during office hours, inspect for purposes connected with the registration of electors a copy of the Register of Electors.

The Registration Authority shall provide to any person at their request a copy of the Register of Electors or the appropriate part thereof, on the payment of a reasonable fee.

A Returning Officer for an electoral event shall retain a marked version of the Electoral Register for a period of six months following applicable electoral events. The marked version of the Electoral Register shows whether an individual has voted in that electoral event.



Within the period of six months, this document is open to public inspection at such times and under such conditions as may be specified by the Returning Officer. Copies or extracts of the marked Register shall be provided to any person at their request on the payment of a reasonable fee and with written undertaking by the recipients regarding use and security conditions.

As a Registration Authority, the Council, are required to provide the Register of Electors to the following listed here-under free of charge:

1. One copy of the Register for each Dáil constituency or for an electoral area is provided to:
 - The local agent of each duly nominated candidate at a Presidential Election
 - Each candidate duly nominated for a constituency at a Dáil Election and
 - Each candidate duly nominated for the local electoral area at a local election.
2. One copy of the Register for each European Parliament constituency is provided to each candidate duly nominated at a European election for that constituency.
3. One copy of the Register, for each Dáil constituency, to each member of the Dáil for the constituency and each member of the Seanad resident in the constituency for use by a personation agent appointed by such member of the Dáil or the Seanad or a body declared by the Electoral Commission to be an approved body under Section 33 of the Electoral Reform Act 2022 at a Referendum.
4. The number of copies of the Register for each Dáil constituency or for a local electoral area which are required by the Returning Officer in respect of a Dáil or local election or by the local Returning Officer in respect of a Presidential election or Referendum.
5. The number of copies of the Register for the registration area as the Returning Officer or Local Returning Officer requires for a European election.
6. One copy of the Register to the persons referred to in Rule 13(2) for
 - each Dáil constituency or part of a Dáil constituency contained in the registration area,
 - a European Parliament constituency or part of a European Parliament constituency contained in the registration area, or
 - for a local electoral area in the registration area.



7. The Registration Authority must also provide a copy of any computer data files used in the production of the Register to the Returning Officer at a Dáil election or a local election, the Local Returning Officer at a Presidential election or a Referendum or the Returning Officer or local Returning Officer at a European election as he or she may require for the purposes of his or her duties at that election or referendum, as the case may be.
8. The Registration Authority shall supply, free of charge, to the County Registrar such number of copies of the Register for the registration area as they shall require for the purposes of their duties as County Registrar with respect to that registration area.
9. On an annual basis, a bound copy of the Register will be given to the National Library for retention.
10. The information is shared with the [Local Government Management Services Agency](#) for which a Data Sharing Agreement is in place.
11. In addition, and to assist the compilation of the Register, the Council will, where persons have made applications notifying a local authority of a change of address to a location outside County Kildare, forward that information to the relevant local authority who has responsibility for managing that Register. This is done to ensure that the person is included on the correct Register and will be entitled to vote at the next election.
12. A copy of the computer files, containing names and addresses, are also provided to the printing company engaged for the purpose of printing polling cards.
13. Other specific uses of the Register that are authorised by statute are:
 - Section 6 of the Juries Act 1976 – Qualification and liability for Jury Service
14. A third party may make an application to have a correction made to the register by having the name of a person removed from the register. The Registration Authority shall allow any persons, for any purpose connected with the registration of electors, or who, in the opinion of the authority, may be affected by the claim, to inspect and take a copy of a claim or extract from a claim or may provide to such persons copies of a claim.

How long is my data kept for?

The Council has a detailed record retention policy which outlines time periods for which your personal data will be retained and what will happen to it after the required retention period has expired. A copy of the National Record Retention Policy for Local Authority Records can be accessed: [National Retention Policy for Local Authority Records](#)



Contact Details

Kildare County Council's contact details in relation to the Register of Elector are as follows:

Kildare County Council: Administrative Officer
Phone: 045 980201
Email: register@kildarecoco.ie
Postal Address: Register of Electors, Corporate Services, Áras Chill Dara, Devoy Park, Naas, Co Kildare W91 X77F

Your Rights

If the data held by us is found to be inaccurate you have the right to rectify/correct this – [see above on how to update your records](#).

You also, subject to certain conditions being met, have the right to object to or seek restriction of the processing of personal data and to request the erasure of personal data held by the Council. You also have the right to data portability where technically feasible. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data.

To exercise these rights logon to [Your Rights](#), use one of the forms at our Counter or contact us. Completed applications should be returned to:

Kildare County Council: Data Protection Officer
Phone: 045 980 200
Email: dataprotection@kildarecoco.ie
Postal Address: Áras Chill Dara, Devoy Park, Naas, Co Kildare W91 X77F

Right of Complaint to the Data Protection Commissioner

If you are not satisfied with the outcome of the response received by the Council, you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you. The Data Protection Commissioner's website is www.dataprotection.ie or you can contact their Office at:

Data Protection Commissioner
Phone: 01 7650100 / 1800437 737
Online: <https://forms.dataprotection.ie/contact>
Postal Address: Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28

Changes to Privacy Statement

We may make changes to this Statement.

Last Updated: January 2024

