

Data  
Protection  
Guidance for  
**Candidates  
for Election**



**JOIC**

JERSEY OFFICE OF THE  
INFORMATION COMMISSIONER

# Data Protection Guidance for Candidates for Election

As a candidate for election, you will be provided with access to the electoral register and will be processing 'personal data' belonging to individual voters. Under the Elections (Jersey) Law 2002, you may also have access to personal data about other members of the public, supporters, other members of your party (if you are a member of a party), other candidates, existing States members, media reporters etc. Personal data could include, but is not limited to:

- names
- phone number
- political opinions (e.g. party affiliation)
- email address
- physical address

You will therefore be a data controller and it is your responsibility to ensure you comply with the Data Protection (Jersey) Law 2018.

## What do you need to do?

- You must register with our office as a candidate for election, which is exempt from registration charges (see details on the following page), before you can have access to the electoral register.
- You must use the electoral register for election purposes only and not for any other purpose.
- You must not disclose any details from the register to other persons in connection with your election campaign.
- If you have supplied a copy of the register to your supporters, they must also only use it for election purposes and cannot disclose any details to other persons.
- You must keep the electoral register safe and secure.
- You must not collect or process more personal data than is necessary for the purposes for which it is required.

### If elected:

You cannot use the electoral register or any other personal data obtained during the election campaign for any other purpose and must safely destroy or return any copies. You cannot keep the register for any future campaigns and you should review any other personal data to check whether it is still needed.

You must renew your registration as a States Member (Public Authority) during the renewal period that runs from January – February each year.

### If not elected:

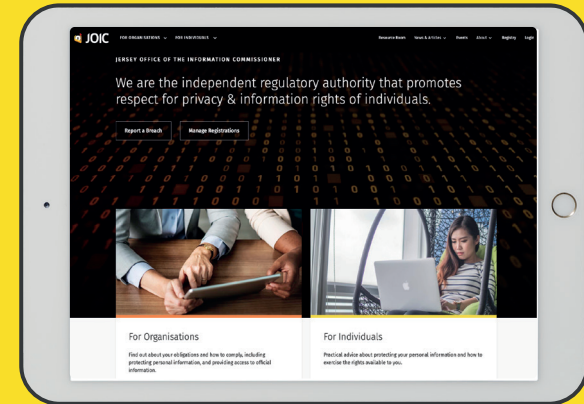
You cannot use the electoral register or any other personal data obtained during the election campaign for any other purpose and must safely destroy or return any copies. You cannot keep the register for any future campaigns and you should review any other personal data to check whether it is still needed.

You must contact our office to deregister your data protection registration.

## How do you register?



- 1 Please visit [www.jerseyoic.org](http://www.jerseyoic.org)



- 2 Click on Manage Registrations and complete the online process to ensure your registration is submitted

**Note:** ensure you select the 'Candidate for Election' option for the Class of Processing during step 3 of the registration process. This will ensure the registration is submitted correctly and is exempt from charges.



It is a criminal offence to use personal information without being registered with our office.

For any assistance with our registration process, please call our office on **+44 (0) 1534 716530**.

# What else you need to consider:



*Know what personal information you use and why.*



*Have the appropriate technical, physical & organisational security in place to protect personal data.*



*Be transparent and let voters and other individuals know what personal data you are collecting, how and why you are using it. This is usually done by way of a privacy notice.*



*Remember you can only use personal information for the purpose you collect it.*



*It is your responsibility to keep the personal data you use accurate and up to date.*



*Individuals have rights under the Data Protection (Jersey) Law 2018. Familiarise yourself with these rights because you are required to respond to an individual's request.*

→ To help you navigate your data protection responsibilities and individual rights, explore our data protection toolkits and guidance online at [www.jerseyoic.org](http://www.jerseyoic.org)

Alternatively, please call or email our office on the details below and we would be happy to assist.

+44 (0) 1534 716530  
[enquiries@jerseyoic.org](mailto:enquiries@jerseyoic.org)



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