

ELECTORAL SERVICES

SUPPLY OF AND ACCESS TO THE REGISTER OF ELECTORS AND RELATED LISTS

1. THE FULL REGISTER

By personal visit

The full register is available for public inspection, under supervision, at the Civic Centre.

The supervision should prevent anyone from unauthorised copying or theft of any part of the register.

If the person inspecting the register wishes to take extracts from the register, they can but only by hand-written notes.

It is an offence to use these hand-written notes for marketing purposes.

Any assistance in searching the register should be limited to pointing out to the person where the relevant address can be found in the registers; no assistance whatsoever should be given in name searching.

http://www.electoralcommission.org.uk/_data/assets/pdf_file/0007/57931/Part-H-Access-and-supply-August-2009.pdf

By telephone call

It is our agreed office practice that when an electoral register confirmation check is requested by telephone, confirmation will only be provided.

An explanation may be necessary that to do any more might be an infringement of Data Protection legislation.

This also applies to other council departments requiring information for the discharge of a statutory function of the council relating to security, law enforcement or crime prevention but they will shortly be provided with access to the register via a secure password protected web facility.

Further exceptions are the police and defined criminal agencies for the purpose of preventing and detecting crime and the enforcement of the criminal law. In these cases, the request would be asked for in writing and a decision made as to the validity on receipt of that correspondence.

Requests for a confirmation of residency letter

We are prepared to issue a confirmation letter of entry on the register for a charge of £10. The letter will only be directed to the elector at the registration address.

Archived Registers

Registers more than 10 years old are available for inspection but only from the following:

The Archivist
Surrey History Service
Surrey History Centre
130, Goldsworth Road
Woking
GU21 6ND

Tel: 01483 518747

There is no public right of access to any registers that we hold other than the current register.

We do not provide information from 'out of date' registers.

2. THE EDITED REGISTER

By personal visit

The edited register must be made available for public inspection.

There are no restrictions on access and no supervision is required but it is good practice to ensure that the registers are kept in view. (Incidences of registers being stolen are not uncommon)

Supply to our libraries

We do not supply any parts the register to our area libraries.

3. APPLICATIONS, OBJECTIONS, HEARINGS AND REVIEW

Under the “rolling registration” provisions, we are required to hold four lists that are available for inspection:

1. Applications for registration that have been received – available for objection for five days and open to inspection until they have been determined;
2. Objections to applications;
3. Objections to applications for registration that have been approved but before they have been added to the register;
4. Objections to entries in the register.

Dates of hearings will be added to the above applications and objections where necessary.

Applications for anonymous registration are not available for inspection.

In addition we are required to keep the following available for inspection:

- The list of reviews of registration, showing the name, address and electoral number of the subject of the review and the reason for the review.

There is no guidance on the nature of the inspection that is allowed for applications, claims and objections but it would appear that the same principles should apply to the hand-written notes guidance with copying not being permitted for direct marketing.

4. ABSENT VOTERS LISTS

We are required to hold three lists:

1. Postal voters
2. Proxy voters
3. Postal proxy voters

Supply

We must supply these lists free of charge to MPs, councillors, registered political parties and local constituency parties and candidates if they make the request in writing, specify which lists are required, whether the request relates to the current and/or final lists and whether the information should be supplied in data or paper format.

There are no restrictions on the number of times that someone can request a list.

The final list is supplied as soon as practicable after 5PM on polling day, polling day -11 for postal votes or polling day -6 for proxies.

The current list is as it is at 9AM on the day on which it is supplied.

Under no circumstances is personal identifier information to be supplied.

Public Inspection

The current and the final versions of the lists are available for public inspection under supervision at the Civic Centre.

The final list is available for inspection after 5PM on polling day -6.

The current list is as it is at 9AM on the day on which it is supplied.

A person must make a request in writing, stating which records or lists are required, whether the request related to the current and / or the final lists, who will be inspecting the information, the date on which they would like to make their inspection and whether they would prefer to inspect in printed or data format.

The inspection must be as soon as practicable after the date of the receipt of the request.

The restrictions of no copies other than hand-written notes apply; no electronic searches are permitted.

The personal identifier information is not to be supplied.

Where a data inspection is requested, we supply that as an output from the software system in CSV format.

A disclaimer is provided for all inspections

Managing Electoral Registration Part H Section 6 – deals with the inspection of absent voting lists (See link above)

5. MARKED REGISTERS – MARKED ABSENT VOTER LISTS

Inspection

Any person may **inspect** the marked registers from the polling stations or the marked absent voter lists.

An application must be made in writing, and there are specific requirements for the application.

We must allow the inspection within 10 days of receipt of the application.

Anyone inspecting may only make handwritten notes from the registers and lists; copies may only be supplied to specific persons or bodies, as follows.

By supply and Sale

Among others, the political parties, elected representative and candidates at election may request the supply of copies of the marked register of electors and the marked lists of absent voters.

Inspection is open to any person; copies may only be supplied to specified persons or bodies

A request must be made in writing and it must specify: which registers or lists are required, the purpose for which it will be put and whether the request is for a printed or data copy.

The fees as follows are laid down in The Representation of the People (Amendment) Regulations 2008

EC19/2008

http://www.electoralcommission.org.uk/_data/assets/pdf_file/0009/58347/EC19---Fees-for-the-marked-register-and-marked-lists.pdf

Evaluation and updating

This document is evaluated by the Electoral Services Team continuously through team meetings and updated in accordance with Electoral Commission circulars and publications