

## Information for Candidates in the June 2022 elections who wish to receive a copy of the Electoral Register in force for the election.

1. Only **candidates** in an election, i.e. those candidates who have been announced by the JEA may receive the Electoral Register in force for the election (Article 12 of the Elections (Jersey) Law 2002). The Electoral Register is NOT available to a political party or to any other person assisting a candidate in the election.
2. The **Electoral Register** for the election is the register which closes at noon on 10 May 2022 and the Supplementary Register which closes at noon on 15 June 2022.
3. A candidate must be registered with the Jersey Office of the Information Commissioner (JOIC) before applying to receive the Electoral Register.
4. Candidates must complete and provide the Parish with the “**Declaration to be made by a CANDIDATE who wishes to receive the Electoral Register**” (below). As candidates are announced by the JEA on 18 May 2022 an application should only be submitted after this date.
5. A candidate standing for election in a constituency which includes more than one Parish must make a separate declaration to each Parish in that constituency.
6. The candidate is the ‘data controller’, as defined in the Data Protection (Jersey) Law 2018 (DPJL). If the candidate will be assisted in their election campaign by other persons and you intend those person(s) to have access to the Electoral Register for this purpose you should take advice from the JOIC about signing a confidentiality agreement with such person(s). A template confidentiality agreement is attached for guidance, but the candidate should obtain their own advice from the JOIC.
7. The candidate is responsible for ensuring the destruction of the Electoral Register and all copies of it, including those used by any person(s) assisting with the campaign, as soon as possible after the election on 22 June 2022. A written declaration to confirm this must be submitted to the Electoral Administrator no later than Wednesday 29 June 2022 (template below).

 <p><b>St. Brelade</b> ☎ 01534 741141 ✉ ParishHall@StBrelade.je</p>	 <p><b>St. Clement</b> ☎ 01534 854724 ✉ ParishHall@StClement.je</p>	 <p><b>Grouville</b> ☎ 01534 852225 ✉ ParishHall@Grouville.je</p>	 <p><b>St. Helier</b> ☎ 01534 811811 ✉ TownHall@StHelier.je</p>
 <p><b>St. John</b> ☎ 01534 861999 ✉ ParishHall@StJohn.je</p>	 <p><b>St. Lawrence</b> ☎ 01534 861672 ✉ ParishHall@StLawrence.je</p>	 <p><b>St. Martin</b> ☎ 01534 853951 ✉ PublicHall@StMartin.je</p>	 <p><b>St. Mary</b> ☎ 01534 482700 ✉ ParishHall@StMary.je</p>
 <p><b>St. Ouen</b> ☎ 01534 481619 ✉ ParishHall@StOuen.je</p>	 <p><b>St. Peter</b> ☎ 01534 481236 ✉ ParishHall@StPeter.je</p>	 <p><b>St. Saviour</b> ☎ 01534 735864 ✉ ParishHall@StSaviour.je</p>	 <p><b>Trinity</b> ☎ 01534 865345 ✉ ParishHall@ParishofTrinity.je</p>

**PRIVACY:** The Parish is registered with the Office of the Information Commissioner in Jersey and is a ‘controller’, as defined by the Data Protection (Jersey) Law 2018 (DPJL), of the personal data you provide in connection with our provision of the relevant extract of the electoral register to you.

**We collect:** your identity, contact details, the election for which you are a candidate, and your JOIC registration number. We use this information in support of our compliance with the DPJL.

**Transfer of personal data:** We will not share the information we process for this purpose with any third parties.

At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use. We do not process your information collected for this purpose outside the European Economic Area. We will retain your data in accordance with our retention schedule.

**Your rights:** You can ask us for a copy of the information we hold about you and to correct or update this. You can ask us to stop or restrict the processing of your personal data.

You can complain to us about the way your information is being used by contacting us at the Parish Hall (details above). Alternatively you can complain to the Office of the Information Commissioner at 2<sup>nd</sup> Floor, 5 Castle Street, St Helier, Jersey, JE2 3BT t: 01534 716530 e: [enquiries@jerseyoic.org](mailto:enquiries@jerseyoic.org).

Please refer to the Privacy Notice on our website or ask a member of the Parish Hall team if you would like more information.



## Elections (Jersey) Law 2002

### Declaration to be made by a CANDIDATE who wishes to receive the Electoral Register

I, the undersigned, confirm that I have been nominated in accordance with the Elections (Jersey) Law 2002 as a candidate in the election for Connétable of .....\* / Deputy for .....\* on 22 June 2022 [\* insert parish or constituency as applicable].

I hereby request a copy of the **Electoral Register** (this refers to the Electoral Register specified in Article 12(2) and to the Supplementary Register specified in Article 9A(9) of the Elections (Jersey) Law 2002) in force for the above election be supplied to me, free of charge, and I hereby confirm that:

- I have registered under the Data Protection (Jersey) Law 2018 (DPJL) and my current and valid details are:  
Print Name: ..... Registration Number: .....
- The information contained in the **Electoral Register** will only be processed by me or by my representatives for electoral purposes in relation to my activities as a candidate in the forthcoming election
- The **Electoral Register** will not be used for any commercial activity or any other purpose
- The **Electoral Register** will not be copied or loaned to any third party
- I understand that if I (in my capacity as controller, as defined by the DPJL) or an individual acting as my representative use the **Electoral Register** for any other purpose
  - I will be in breach of the Data Protection (Jersey) Law 2018 and the underlying principles of that law, and
  - The Parish will not be held liable for any resulting misuse or loss of the data.
- The **Electoral Register** and all copies of it made by me or my representatives will be securely destroyed as soon as possible and I will confirm this, and that the data has not been used for any other purpose, in writing to the Electoral Administrator for the Parish no later than Wednesday 29 June 2022.

I absolve and indemnify the Parish and its officers and officials from any responsibility whatsoever for any errors or omissions that may be contained on the said register/file. Furthermore, the Parish will not be held accountable for the integrity of the file, any virus attacks or system breakdowns resulting from my or my representatives use of it.

Signed: ..... Date: .....

Address: .....

..... Postcode: .....

*Note – the Electoral Register will be provided electronically using TEAMS.*

Email address for access to TEAMS .....

**Submit this request to the Electoral Administrator of the Parish(es)/constituency(ies) in which you are a candidate for election.**

#### For office use:

Data Protection registration confirmed (print and attach DP registration): Date: .....

Set up in TEAMS for access to Electoral Register: Date: .....

Declaration received from candidate confirming destruction of Electoral Register Date: .....

**Declaration of destruction of Electoral Register:**

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**Elections (Jersey) Law 2002**

**Declaration to be made by a CANDIDATE to the Electoral Administrator of the Parish(es)/constituency(ies) who provided a copy of the Electoral Register**

I, the undersigned, confirm as a candidate in the election for Connétable of .....\* / Deputy for .....\* 22 June 2022 that [*\* insert parish or constituency as applicable*] -

- The **Electoral Register** and all copies of it made by me or my representatives have been securely destroyed
- The information contained in the **Electoral Register** has only been processed by me or by my representatives for electoral purposes in relation to my activities as a candidate in the above mentioned election
- The **Electoral Register** has not been used for any commercial activity or any other purpose
- The **Electoral Register** has not been copied or loaned to any third party.

Signed: ..... Date: .....

Address: .....  
..... Postcode: .....

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**Confidentiality agreement template** (candidates should obtain advice from the JOIC)

CONFIDENTIALITY AGREEMENT: In consideration of the mutual rights and obligations contained in this Agreement made between you (the "Representative") and ..... (name of candidate) (the "Candidate"), it is agreed that in the course of your engagement as a Representative of the Candidate (your "Engagement") you may be provided with or otherwise acquire by any means and in any form (for example, in writing, verbally, on computer, overheard or seen by chance) certain information which is and which must be kept confidential.

Accordingly, it is agreed that:

1. The confidential information the subject of this Agreement (the "Confidential Information") is the information contained within the electoral roll or any extract thereof provided to the Representative by the Candidate.
2. The Representative agrees not to disclose any Confidential Information provided to or otherwise acquired by the Representative in the manner described above to anyone or to use the same for any purpose unless required to do so in accordance with their Engagement or with the express permission in writing of the Candidate or as otherwise required by law and in all cases only to the extent so required or to which the written permission relates. For the avoidance of doubt this Clause survives the termination of the Engagement, this Agreement and any other contract or agreement between us whether or not in writing.
3. If you are in any doubt about whether or not you are in possession of Confidential Information and/or if you will be in breach of this Agreement by using or disclosing any Confidential Information to another person then you must obtain clarification and/or permission from the Candidate.
4. Any breach of this Agreement will be treated as a serious matter and may result in a claim against you.
5. On termination of the Engagement, the Representative will return to the Candidate all copies of the Confidential Information provided to or acquired by the Representative in whatever form (including but not limited to hard copy, electronic media, USB drives etc.) or shall otherwise but only with the consent of the Candidate, destroy the same and the Representative will certify that all such information has been so returned or destroyed as the case may be.
6. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information. Any addition or modification to this Agreement must be made in writing and signed by the parties. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

WHEREFORE, the parties acknowledge that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

**Representative:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Candidate:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_