



**Parish elections for
Procureurs du Bien Public
& Centeniers**

Code of Conduct for candidates and their supporters

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1. INTRODUCTION

This Code of Conduct provides a guide for candidates for election as Procureur du Bien Public and as Centenier and their supporters as to what is, and is not, considered acceptable behaviour during the lead-up to polling day and at polling stations.

Candidates should familiarise themselves with the Elections (Jersey) Law 2002.

The Parish seeks to provide the highest standard of service to all its parishioners. We ask all our elected officers to be guided by the Standards in PARISH Service and expect candidates to follow these principles as they seek election -

POLITE – we will be polite and courteous to all.

ACCOUNTABLE – we will make choices and decisions on merit recognising that we are accountable to the parishioners/those who have elected us.

RESPONSIBLE – we will act responsibly and not behave in a way which is likely to bring discredit upon the Parish. We will treat information with respect as we are aware of the consequences of breaching confidentiality and we will take care of Parish property.

IMPARTIAL – we will be impartial in decision-making treating everyone fairly and with respect and avoiding all forms of unlawful discrimination.

SERVE – we will always serve in the public interest and declare any private interests relating to our public duties so we avoid potential conflicts.

HONEST – we will act with integrity and be open and honest in all our dealings.

As a candidate, your conduct will be scrutinised in detail by your opponents, the media and voters. Voters should be able to trust that you will comply with the law and maintain the integrity of the election process.

You are responsible for your campaign. Make sure you and your supporters –

- follow this Code – this will help you all to avoid situations where your honesty or integrity could be questioned
- are courteous when dealing with other candidates and their supporters
- fully understand the law and know what they need to do to ensure that voters can participate freely in this election.

As a guiding principle, if there is any doubt about a particular activity, candidates and their supporters should ask themselves “What would a reasonable observer think?”

If you have any questions throughout the election process, please contact the Electoral Administrator of the Parish in which you propose to stand as a candidate.



2. NOMINATION FORM TO STAND FOR ELECTION

Every candidate must complete a nomination form which is available from the Parish Hall, on the website or attached at Appendix A (separate forms for each of Procureur du Bien Public and for Centenier).

You must have a proposer and 9 seconders who must be on the Electoral Register in your Parish. You will therefore need to plan for how you will collect the 10 signatures in support of your nomination. The Electoral Register closes at noon on the day before the nomination meeting. All signatures on the nomination form must be wet ink signatures. Electronic signatures will not be acceptable.

To ensure your nomination form is valid (i.e. those signing are on the Electoral Register, etc.) you are recommended to provide your form to the Parish for checking prior to the nomination meeting.

3. THE NOMINATION MEETING

The date and time of the nomination meeting is advertised on the Jersey Gazette (online at gov.je), in the Parish Church box (*boîte grillée*).

You may also find information about the nomination meeting on the Parish website.

Your completed nomination form must be produced at the nomination meeting.

Parish staff will verify your details and those of your proposer and seconders to ensure they are all eligible to support your nomination. If any issues arise you will have the opportunity to revise your form before the end of the nomination meeting.

When all nominations have been received, the candidates in the elections will be confirmed. The nomination meeting will not close earlier than 10 minutes after the meeting starts.

If there are more candidates than vacancies, the poll will be held on the date set by the Royal Court. This signals the start of the campaign – further details below.

If there are not more candidates than vacancies, the candidate(s) will be declared duly elected and will be informed of the date and time to attend the Royal Court to take the oath of office.

4. THE START OF YOUR CAMPAIGN

You can start campaigning at any time. You do not have to wait until you are nominated to declare that you will run for election, ask people to support you or publish campaign material.

You will officially become a candidate once your valid nomination paper has been produced to the nomination meeting. An announcement will be made at the end of the nomination meeting to confirm the candidates standing in the election and this will signal the start of the official campaign period. You should discuss with the Parish Connétable and staff the arrangements for holding hustings.

Once you have officially become a candidate, you are entitled to a copy of the Electoral Register. See section 6 (Data Protection: Restrictions on the use of the information contained in the Electoral Register and lists of absent voters).

The Public Elections (Expenditure and Donations) (Jersey) Law 2014 does not apply to the elections for Procureur du Bien Public or for Centenier.

5. ENCOURAGING VOTERS AND ELECTORAL REGISTRATION APPLICATIONS

The Electoral Register closes at noon on the day before the nomination meeting. Only those registered as an elector at that date are eligible to vote in the election (there is no Supplementary Register).

Electors are able to vote on polling day; there is no postal or pre-poll voting in the elections for Procureurs du Bien Public or for Centeniers.

During your campaign, you and your supporters may explain how a person can exercise their vote (location of the polling station, time the poll is open, need to take photo ID etc.).

You may also encourage a person to register as an elector if their name is not already on the Electoral Register but please ensure they understand this will only apply for future elections.

6. DATA PROTECTION: RESTRICTIONS ON THE USE OF THE INFORMATION CONTAINED IN THE ELECTORAL REGISTER AND LISTS OF ABSENT VOTERS

The Electoral Register contains people's personal data and so its use is very carefully controlled. You will need to register with the Jersey Office of the Information Commissioner (JOIC) as a data controller whilst you are an election candidate. There is no charge for this, however you must register before you can use the Electoral Register.

Step-by-step guidance on how to register is available on the JOIC's website at <https://www.jerseyoic.org/media/jtcnrqry/joic-registration-2021-infographic.pdf>

As a candidate for election, it is your responsibility to ensure you comply with the Data Protection (Jersey) Law 2018 and Data Protection Authority (Jersey) Law 2018. If you are provided with a copy of the Electoral Register for election purposes, you must only use it in connection with those purposes and not disclose any details that appear in the Electoral Register to other persons.

If you have supplied a copy of the Electoral Register to your supporters, they must also comply with the requirements above.

You must ensure that you keep the Electoral Register secure. Once you no longer need the register for any electoral purpose, you should securely destroy any copies supplied to you as a candidate in accordance with the Information Commissioner's guidelines.

To find out more information about your duties as a data controller, please visit the JOIC website at <https://www.jerseyoic.org/resource-room/duties-of-data-controllers/>

To be provided with a copy of the Electoral Register, please complete and return the form in Appendix B to your Parish.

7. CAMPAIGN DOS AND DON'TS

DO:

- Use imprints (an indication of who is responsible for the production) on all your printed campaign material and any electronic campaign material that is designed to be printed off. Imprints help to ensure that the campaign is transparent. You should ensure the imprint is clear and visible and is also included on any digital advertising.

- Comply with planning rules relating to advertising hoardings and large banners – see Appendix C.
- Make sure that outdoor posters are removed promptly after the election – you must do this within 2 DAYS of the election.
- Consider how to make your campaign accessible to people who are visually impaired, have learning difficulties or low literacy skills, or whose first language isn't English. You may want to make contact with disability groups in your local area for advice: Contact – Jersey Disability Partnership

DON'T:

- Campaign near polling stations in a way that could be seen by voters as aggressive or intimidating (for example, large groups of supporters carrying banners, or vehicles with loudspeakers or heavily branded with campaign material). There is a limit in the Elections (Jersey) Law 2002 on the number of supporters who can be outside a polling place. See section 8 below (Campaigning outside polling places).
- Breach the requirements on secrecy of the ballot. This is an essential part of any modern democracy and breaches are taken seriously. In particular, if you (or your supporters) are attending to observe the counting process, you must not seek to identify and publicise how votes have been marked on individual ballot papers.

8. CAMPAIGNING OUTSIDE POLLING STATIONS

Article 29 (1B) of the Elections (Jersey) Law 2002 ('Supervision of polling station and its vicinity') provides that:

(1B) No more than one representative of each candidate at the election, in addition to the candidate, may remain in the immediate vicinity of the entrance to the polling station while the poll is open.

You and your supporters should keep access to polling places and the pavements around polling places clear to allow voters to enter.

The Autorisé (the person who oversees the polling station on election day) is responsible for maintaining order in the polling place, and you may be asked to move by polling station staff or police officers if you are impeding access by voters to a polling place.

If you are standing outside of the polling station, you should be careful to ensure that your approach is proportionate and recognise that groups of supporters may be perceived as intimidating by voters.

9. COMPLAINTS AND ALLEGATIONS ABOUT ELECTORAL FRAUD OR POOR BEHAVIOUR

The police can only investigate allegations of electoral fraud where there is evidence to show that an offence has taken place, so you should always be able to substantiate any claims or allegations when you refer them to the police. You should also consider the impact on public trust and confidence of making false or unsubstantiated allegations about the conduct of other campaigners.

You should ensure you are confident that evidence can be provided to the police before considering whether it is appropriate to publicise any specific allegation.

If you or your supporters are concerned or think that electoral fraud may have taken place, you should raise the matter directly with the Autorisé/Electoral Administrator. They may be able to advise whether or not an election-related crime has been committed and refer it to the police if appropriate.

Anyone who has actual evidence that an electoral offence has been committed should report it directly and without delay to the police. If appropriate, the police will investigate the matter.

Any allegations concerning the behaviours of candidates and their supporters will be subject to the provisions of existing laws relating to malicious damage, libel, slander, hate speech etc and will be referred by the Autorisé/Electoral Administrator to the police to investigate further. Listed below are a number of offences which candidates and their supporters should seek to avoid.

- Bribery

The offence of bribery includes where someone directly or indirectly gives any money or procures any office to or for any voter, in order to induce any voter to vote or not vote.

- Treating

A person is guilty of treating if either before, during or after an election they directly or indirectly give or provide any food, drink, entertainment or provision to corruptly influence any voter to vote or refrain from voting. Treating requires a corrupt intent - it does not apply to ordinary hospitality, so if you arrange a gathering with friends and supporters whilst you wait for the results this would not apply.

- Undue influence

A person is guilty of undue influence if they directly or indirectly make use of or threaten to make use of force, violence or restraint, or inflict or threaten to inflict injury, damage or harm in order to induce or compel that person to vote or refrain from voting. A person may also be guilty of undue influence if they impede or prevent any voter from freely exercising their right to vote – even where the attempt is unsuccessful. Undue influence doesn't exclusively relate to physical access to the polling station. For example, a leaflet that threatens to make use of force to induce a voter to vote in a particular way could also be undue influence.

- False statements about a candidate's personal character or conduct

It is an offence to make or publish a false statement of fact about the personal character or conduct of a candidate to affect the return of a candidate at an election. False statements that are not about a candidate's personal character or conduct are not illegal under electoral law, but could be considered as libel or slander. It is also an illegal practice to make a false statement of a candidate's withdrawal to promote or procure the election of another candidate.

- Nomination papers

It is an offence to provide a statement on a nomination paper, which you know to be false. For example, if you know you are disqualified from election you must not sign the consent to nomination.

ELECTIONS (JERSEY) LAW 2002

GENERAL INFORMATION FOR CANDIDATES AND FOR PROPOSERS AND SECONDEES OF CANDIDATES FOR ELECTION AS PROCUREUR DU BIEN PUBLIC

ELECTIONS (JERSEY) LAW 2002

1. The Elections (Jersey) Law 2002 regulates the election to the office of Procureur du Bien Public.
2. The electoral district is the Parish for the office of Procureur du Bien Public.
3. A person standing for election must be resident in the Parish in which they are a candidate; however the Parish of St. Helier (Qualifications for Office) (Jersey) Law 1976 permits persons who are ratepayers of the Parish to be eligible even if they do not live in the Parish of St Helier.
4. Candidates for election to the office of Procureur du Bien Public must complete a Nomination Document and be duly proposed and seconded at the nomination meeting held in accordance with the law.
5. The proposer and seconders must all be entitled under Article 2(1) of the Elections (Jersey) Law 2002 to vote for the candidate they nominate in any poll held for the election (see below).

ARTICLE 2 Entitlement to vote

2(1) A person is entitled to vote in an election of a Centenier or Procureur du Bien Public, of a parish if the name of the person is on the electoral register for the electoral district that corresponds to the parish, being the register in force for the election.

ELECTION MATERIALS – the Government of Jersey Infrastructure, Housing and Environment (T:445509) has requirements and guidelines regarding the placing of election materials on the highway and on road signs. Please ensure you follow these requirements and guidelines.

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

ELECTIONS (JERSEY) LAW 2002

Nomination of candidate for office of Procureur du Bien Public.

NOMINATION DOCUMENT

Please use one form for each candidate.

This form is not complete unless each of the 10 signatures is accompanied by the name of the person whose signature it is, plus the name of the electoral district (including the name of the parish) in respect of which the person is registered, and the elector number shown on the electoral register for the person.

We, the undersigned, being electors of [constituency] nominate
 [full name]
 [address]
 [electoral district, parish] [elector number of candidate] as a
 candidate for the office of **PROCUREUR DU BIEN PUBLIC** in[parish] this
 day of 20.....

	Signature	Full name	Address	Electoral District/Parish	Electoral Number
Proposer					
Seconder					
Seconder					
Seconder					
Seconder					
Seconder					
Seconder					
Seconder					
Seconder					
Seconder					

The proposer and seconders must all be entitled under Article 2(1) of the Elections (Jersey) Law 2002 to vote for the candidate they nominate in any poll held for the election.

OPTIONAL - enter details if applicable: the name by which I am commonly known and by which I wish to be identified on the ballot paper is

Name:

Candidate signature: **Date:**

The Parish is a 'controller' under the Data Protection (Jersey) Law 2018 and we process and hold your information in order to administer elections in accordance with our statutory obligations. Below, we explain what we collect; how we will use your information; and what your rights are.		
We have collected your personal details (name; address; elector number) in order to administer elections in accordance with the Elections (Jersey) Law 2002.	We will retain your data in perpetuity to maintain a historic record (and pass it to the Jersey Archive for this purpose) in the minutes of the nomination meeting. We may share your personal details (name; address; elector number) with the Judicial Greffe and/or the Law Officers' Department in order to administer a parish election. We do not process your information overseas using web services that are hosted outside the European Economic Area. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.	In certain limited circumstances you can ask us to correct or amend your information or request that the processing of your personal data is restricted. You can also request a copy of the information we hold about you. You can complain to us about the way your information is being used by contacting us at the Parish Hall (details overleaf) alternatively you can complain to the Information Commissioner by emailing enquiries@jerseyvic.org . If you have any queries about this privacy notice, you can also contact our Data Protection Officer (details available from the Parish).

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ELECTIONS (JERSEY) LAW 2002

GENERAL INFORMATION FOR CANDIDATES AND FOR PROPOSERS AND SECONDRS OF CANDIDATES FOR ELECTION AS CENTENIER

ELECTIONS (JERSEY) LAW 2002

1. The Elections (Jersey) Law 2002 regulates the election to the offices of Centenier.
2. Candidates for election to the office of Centenier must complete a Nomination Document and be duly proposed and seconded at the nomination meeting held in accordance with the law.
3. Candidates for election to the office of Centenier must also complete a CRO form.
4. The electoral district is the Parish for the office of Centenier.
5. The proposer and seconders must all be entitled under Article 2(1) of the Elections (Jersey) Law 2002 to vote for the candidate they nominate in any poll held for the election (see below).

ARTICLE 2 Entitlement to vote

2(1) A person is entitled to vote in an election of a Centenier or Procureur du Bien Public, of a parish if the name of the person is on the electoral register for the electoral district that corresponds to the parish, being the register in force for the election.

CENTENIER – the Honorary Police (Jersey) Regulations 2005 provide that a person shall only be qualified for election as a member of the Honorary Police of a parish if:

- the person resides in the parish (but Regulation 4A makes provision for continuation in and election to office after ceasing to reside in the parish in certain circumstances, and the Parish of St. Helier (Qualifications for Office) (Jersey) Law 1976 permits persons who are ratepayers of the Parish to be eligible even if they do not live in the Parish of St Helier) and
- on the day of nomination as a candidate for election the person has attained 20 years of age but has not attained 70 years of age. However, serving members of the Honorary Police who have attained the age of 70 may stand for re-election to the same office for one further and final term. Whilst still in office they may also stand for election to a different office within the Honorary Police. A person over the age of 70 elected to a different office cannot on the expiry of that term office be re-elected to serve a further term or whilst still in office be elected to a different office.

It is important that the office holder is not only capable of discharging his/her duties, but also seen to be capable; and therefore certain persons e.g. the holder of a bookmaker's or betting office licence, are disqualified from holding office in view of the possible conflict of interest in policing of licensing offences.

A person seeking election shall, at the time of nomination, make a declaration in writing to the Connétable of the parish concerned that he or she is not disqualified, by virtue of the 2005 Regulations or any other enactment, for being so elected.

ELECTION MATERIALS – the Government of Jersey Infrastructure, Housing and Environment (T:445509) has requirements and guidelines regarding the placing of election materials on the highway and on road signs. Please ensure you follow these requirements and guidelines.

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

ELECTIONS (JERSEY) LAW 2002
Nomination of candidate for office of Centenier.

NOMINATION DOCUMENT

Please use one form for each candidate.

This form is not complete unless each of the 10 signatures is accompanied by the name of the person whose signature it is, plus the name of the electoral district (including the name of the parish) in respect of which the person is registered, and the elector number shown on the electoral register for the person.

We, the undersigned, being electors of [constituency] nominate
[full name]
[address]
[electoral district, parish] [elector number of candidate]
as a candidate for the office of **CENTENIER** in [parish] this day
of 20...

	Signature	Full name	Address	Electoral District/Parish	Electoral Number
Proposer					
Seconders					
Seconders					
Seconders					
Seconders					
Seconders					
Seconders					
Seconders					
Seconders					
Seconders					

The proposer and seconders must all be entitled under Article 2(1) of the Elections (Jersey) Law 2002 to vote for the candidate they nominate in any poll held for the election.

CANDIDATE DECLARATION:

I am not disqualified, by virtue of the Honorary Police (Jersey) Regulations 2005 or any other enactment, for being elected as Centenier of the parish of [insert name of parish]

OPTIONAL - enter details if applicable: the name by which I am commonly known and by which I wish to be identified on the ballot paper is
Name:

Candidate signature: **Date:**

The Parish is a 'controller' under the Data Protection (Jersey) Law 2018 and we process and hold your information in order to administer elections in accordance with our statutory obligations. Below, we explain what we collect; how we will use your information; and what your rights are.		
We have collected your personal details (name; address; elector number) in order to administer elections in accordance with the Elections (Jersey) Law 2002 and/or the Honorary Police (Jersey) Regulations 2005.	We will retain your data in perpetuity to maintain a historic record (and pass it to the Jersey Archive for this purpose) in the minutes of the nomination meeting. We may share your personal details (name; address; elector number) with the Judicial Greffe and/or the Law Officers' Department in order to administer a parish election. We retain the personal details of all persons elected as Centenier until you are no longer eligible to serve in the Honorary Police. We may share your details with other parishes if you are elected as a member of their Honorary Police. We do this so we have a record of your service. We do not process your information overseas using web services that are hosted outside the European Economic Area. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.	In certain limited circumstances you can ask us to correct or amend your information or request that the processing of your personal data is restricted. You can also request a copy of the information we hold about you. You can complain to us about the way your information is being used by contacting us at the Parish Hall (details overleaf) alternatively you can complain to the Information Commissioner by emailing enquiries@jerseyvoic.org . If you have any queries about this privacy notice, you can also contact our Data Protection Officer (details available from the Parish).

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Appendix B - Information for Candidates 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 at the nomination meeting for Procureur du Bien Public or for Centenier 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 the day before the nomination meeting.
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).
5. 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.
6. 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. A written declaration to confirm this must be submitted to the Electoral Administrator no later than 7 days after the polling day (template below).

<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.</p>		
<p>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.</p> <p>Transfer of personal data: We will not share the information we process for this purpose with any third parties.</p>	<p>At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use.</p> <p>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.</p> <p>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.</p>	<p>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 2nd Floor, 5 Castle Street, St Helier, Jersey, JE2 3BT t: 01534 716530 e: enquiries@jerseyoic.org.</p> <p>Please refer to the Privacy Notice on our website or ask a member of the Parish Hall team if you would like more information.</p>



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 [insert position] of [insert Parish] on [insert date of election].

I hereby request a copy of the **Electoral Register** (this refers to the Electoral Register specified in Article 12(2) 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 7 days after the polling day.

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 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:



Declaration to be made by a CANDIDATE to the Electoral Administrator of the Parish who provided a copy of the Electoral Register

I, the undersigned, confirm as a candidate in the election for [*insert position*] of [*insert Parish*] on [*insert date of election*] -

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:

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: _____

Appendix C – advertising guidelines

Under the ‘Highways (Jersey) Law 1956’, the Islands highway authorities (the Minister for Infrastructure (main roads) and Parish Roads Committees (by-roads) will accept election advertising above the highway **only** in accordance with these guidelines. If these guidelines are not complied with, consideration may be given as to whether an offence has been committed.

These guidelines apply to election candidates and to political parties participating in a public election and any person acting with their express or implied consent.

These guidelines consider dates, timings, type of material, location, placement, maintenance and dismantling of election advertising on or above the highway. The guidelines are based on safe practice with the aim of protecting all road users.

Access to roundabouts for the use of election advertising is strictly regulated by the Minister for Infrastructure (see further guidance on roundabouts below).

General Guidelines for election advertising on or above the highway:

1. Electoral advertising material must not be displayed until the person has been confirmed as a candidate at the Parish nomination meeting.
2. Candidates’ election advertising material shall be removed within two days after the election polling date.
3. Candidates are asked to ensure that during the erecting and dismantling of election advertising material, thoughtful attention is given to their own safety and that of other road users. It is advised that high visibility clothing is used and a second person is present to keep an eye on traffic. Daylight hours during a low traffic period are preferable.
4. Consideration must be given to the design, colour, and type of advertising material as it may distract or interfere with traffic signs.
5. All signage should be clear and concise so that road users can read and understand it with the minimum of effort. Posters should not be smaller than A3 size or larger than 600mm x 450mm, and letter sizes should be no smaller than 35mm (text height).
6. Election advertising should be erected so that no part of the sign is less than 7 feet above the level of a footpath and no less than 1 foot back from the kerb line as per ‘Article 1(e)’ of the ‘Highway Encroachment (Jersey) Regulations 1957’.
7. Election advertising is only permitted on roadsides, e.g., attached to posts and lamp columns, provided no existing signage or attachments are obscured. Advertising is explicitly not permitted on or in the vicinity of junctions, pedestrian crossings, at a roundabout and central reservations.
8. Election advertising must not be attached to safety critical street furniture such as traffic light poles, directional information / regulatory / warning sign poles, or pedestrian barriers.
9. When erecting election advertising on private land, persons should obtain the agreement of the landowner and ensure that they do not encroach on the highway or footpaths.
10. Election advertising must be mounted on robust boards which can be securely attached with wires or cable ties to withstand wind force.
11. Election advertising must be erected in such a manner that it does not obscure the critical visibility of road users at property entrance points.
12. If the highway authority considers any election material unsafe, or if it remains after the requested removal date, the authority may at its absolute discretion, remove it and recover the costs of doing so as per ‘Article 5 (1)’ of the ‘Highways (Jersey) Law 1956’.
13. The highway authority assumes no liability for election advertising materials. Political parties and all candidates are solely responsible for ensuring those materials are safely secured and

maintained for the duration of their placement. They are also responsible for any littering or nuisance caused by their advertising materials. This may constitute an offence.

IHE Administered Banner Sites

Banner sites are not available for election advertising, this includes; on pedestrian railings as well as eye bolts on buildings around the centre of town, and banner arms provided on streetlight columns (Victoria Avenue, The Esplanade, Charing Cross at St Aubin, Cheapside and La Colomberie).

Roundabouts

For advertising on roundabouts, please contact IHE (roadworks@gov.je) to make arrangements for erecting election advertising (such material will be erected on a Sunday and dismantled on the Sunday immediately after polling day).