

<b>THE OPEN REGISTER</b> <b>Opt in / Opt out request form</b>	<b>FOR OFFICE USE</b>
	<b>Polling District :</b>
	<b>Elector No :</b>

**Each elector must complete a form separately**

<b>Forename(s)</b>	
<b>Surname</b>	
<b>Your address</b>	
<b>Postcode</b>	

I **DO NOT** want my name and address to be included in the open register

I **DO** want my name and address to be included in the open register

Signed .....

Print Name .....

Date .....

**There are two registers. Why?**

Using information received from the public, registration officers keep two registers – **the electoral register** and the **open register** (also known as the edited register).

**The electoral register** lists the names and addresses of everyone who is registered to vote in public elections. The register is used for electoral purposes, such as making sure only eligible people can vote. It is also used for other limited purposes specified in law, such as detecting crime (e.g. fraud), calling people for jury service and checking credit applications.

**The open register** is an extract of the electoral register but is not used for elections. It can be bought by any person, company or organisation. For example, it is used by businesses and charities to confirm name and address details. Your name and address will be included in the open register unless you ask for them to be removed. Removing your details from the open register does not affect your right to vote. You can find more information about both registers and how they may be used at:

[www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)

If you have any questions your local electoral registration office can be contacted at the following addresses:

Moray House 16-18 Bank Street Inverness IV1 1QY Tel: 01463 575395	3A Bridge Street Wick KW1 4AG Tel: 01463 575395	42 Point Street Stornoway HS1 2XF Tel: 01851 619179
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e-mail: [ero@highland.gov.uk](mailto:ero@highland.gov.uk)

[www.saa.gov.uk/h-wi-vjb](http://www.saa.gov.uk/h-wi-vjb)

## **Privacy Statement**

We collect information under the legal basis of a task carried out in the public interest, as set out in the Representation of the People Act 1983 and related regulations. We will look after personal information securely and follow data protection legislation.

If you opted-out of the open register we will only use the information you give us for electoral purposes, including matching it against other sources of data to support the electoral register. We will not give personal information to anyone else, unless we have to by law. The law requires us to share your information with candidates, political parties and campaigners for democratic engagement purposes and credit reference agencies to check your identity when you apply for credit.

If you have not opted-out of the open register your name and address can be bought by anyone and used for lots of purposes, including direct marketing.

The Electoral Registration Officer is the Controller. They must have a policy document known as a privacy notice setting out how they process personal data.

Refer to the privacy notice at [www.saa.gov.uk/h-wi-vjb](http://www.saa.gov.uk/h-wi-vjb) or contact us to request a copy.

Mr William J. Gillies, Headquarters, Moray House, 16-18 Bank Street, Inverness, IV1 1QY, Telephone: 01463 575395