



YOUR VOTE MATTERS

DON'T LOSE IT



Electoral Services
Pembrokeshire County Council
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Please respond now so that we can check who is eligible to register to vote

Dear Occupier

We need to know who lives at this address in order to check who is eligible to register to vote.

The easiest way to complete the form is online. www.hef-response.co.uk

It takes just a few minutes:



This form is **not** a registration form. It is a legal requirement to provide the information requested; **if you don't you could be fined £1,000.**

The information you provide will enable us to send a separate registration form to all the people living at this address who are eligible and need to register.

Any new residents who are eligible to vote can go online to register at gov.uk/register-to-vote once you have responded to this form.

Yours faithfully,


Electoral Registration Officer

2018


Household Enquiry Form

1 How do you want to respond?

To respond please choose **ONE** of the options below:

 Visit www.hef-response.co.uk and enter your unique security code, password and postcode, **OR**

 Call **0800 025 3147** and when prompted enter your unique security code, **OR**

 Text your **10 digit** unique security code along with your **8 letter** password to **07507 319 820**, **OR**

 **Complete** this form and then **post** it back to us in the envelope provided (postage is free).

Your unique security code is -

Your password is -

2 Here are the names we have registered to vote at this address

- Amend any printed details in the changes lines below
- Cross out anyone who has moved out
- Add new people in section 3
- Use black ink and CAPITALS

Name	Aged 76 or over	Nationality	Postal or proxy vote? (more info p4)	Included on open register? (more info p4)
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Who is eligible to register to vote?

You can register to vote in the UK if you are:

- resident (usually live) in the UK, and
- aged 16 or over (but you will not be able to vote until you are 18).

You must also be either:

- a British, Irish or European Union citizen, or
- a Commonwealth citizen who has leave to enter or remain in the UK or who does not require such leave.

The open register

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

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
- checking credit applications.

The open register

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.

If you are concerned that having your name or address on the register may affect your safety, there could be other options available to you. In certain circumstances, you can register without your name and address showing on the register. To find out more, please contact your electoral registration office. You can find their address on p1 of this form. You can find out more information about both registers and how they may be used at gov.uk/register-to-vote

Privacy statement

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow the data protection legislation. We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

Some of the information that is collected in this form is classified as special category personal data. This is processed for reason of substantial public interest as set out in Representation of the People Act 1983 and associated regulations. To process this type of information the Data Controller must have a relevant policy document that sets out how this information will be handled.

The Electoral Registration Officer is the Data Controller: Ian Westley, Pembrokeshire County Council, County Hall, Haverfordwest, Pembrokeshire, SA61 1TP.

You should refer to the Privacy Notice at <https://www.pembrokeshire.gov.uk/privacy-promise/comslinkobject4666com-slinkobject> for further information relating to the processing of personal data.

Postal and proxy votes

To arrange to vote by post or by proxy (someone voting on your behalf) you can download an application form at yourvotematters.co.uk. To change any existing postal or proxy vote arrangements contact your electoral registration office. You can find their details on p1 of this form.

Problems with the form?

Contact your electoral registration office if you need any help understanding or completing this form – or if you need this form in large print or in another format. You can find their address on P1 of this form.