

# **HERTSMERE BOROUGH COUNCIL**

## **ELECTORAL SERVICES**

### **CANVASSER JOB DESCRIPTION**

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

**Job Title:** Canvasser

**Job Purpose:** To assist in delivering canvass communications and adequately attempt to complete the household registration according to the requirements of the annual canvass.

**Reports to:** Electoral Services Officer on behalf of the Electoral Registration Officer.

**You must not be employed by or on behalf of any political party or candidate including in a voluntary/unpaid capacity. You must remain politically neutral.**

#### **Specific duties and responsibilities:**

1. Attend Electoral Services canvass training.
2. Visit assigned households within your canvass area to complete their canvass household response.
3. Where no contact can be made with a property, you will mark the necessary response on the tablet canvassing app and post an encouragement card.
4. Represent the council in a positive manner and explain to members of the community the importance of the annual canvass.
5. Clearly record information about elector responses, property changes (i.e. identifying new properties, properties that no longer exist or inaccessible properties)
6. Manage your time efficiently in order to meet the deadlines of the annual canvass.

1. Work co-operatively with electoral services
2. Comply with procedures and policies outlined by the ERO
3. Comply with the statutory provisions of the Health and Safety at Work Act 1974 and any specific personal safety guidance that is given.
4. Ensure that any information given is handled securely and only used for the purpose of electoral services
5. Take responsibility for assigned equipment, handle with care and only use for the purposes of the annual canvass.

**This job description reflects the present requirements of the role and should not be seen as an exhaustive list of responsibilities.**

**Duties may be refined or developed in consultation with Electoral Services.**

## **Privacy Statement**

We will only use the information 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 is it necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. You should refer to the Privacy Notice at [www.hertsmere.gov.uk/Your-Council/Democracy-Elections/Electoral-Services-Privacy-Notice](http://www.hertsmere.gov.uk/Your-Council/Democracy-Elections/Electoral-Services-Privacy-Notice) for further information relating to the processing of personal data. The Privacy Notice explains how the Data Controller will use any personal information we collect about you when you use our services. We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.