

# **HERTSMERE BOROUGH COUNCIL**

## **ELECTORAL SERVICES**

### **POSTAL VOTE ASSISTANT JOB DESCRIPTION**

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

**Job Title:** Postal Vote Assistant

**Job Purpose:** To ensure that returned postal votes are opened, checked, verified and tallied in a secure manner.

**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 postal vote opening training.
  2. Count envelopes received
  3. Open and check contents of envelopes
  4. Accurately record ballot papers and votes
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1. Comply with the terms of the Secrecy provisions
  2. Act impartiality at all times and respect confidentiality of materials handled
  3. Refrain from engaging in conversations with candidates or agents at postal vote opening sessions
  4. Act upon instructions from the electoral services

**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.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

## **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.