A key part of the Electoral Registration process is to gain information on who is required to register to vote at properties in the Warwick District area. This is a statutory requirement to be registered on the Electoral Register regardless of whether the individuals want to vote or not.

The Government have made changes to the legislation in the way we canvass certain types of properties. This includes houses of multiple occupancy. These properties are now required to have an allocated **Special Responsible Officer** **(SRO)** who we can contact to obtain information. I want to establish if you are the appropriate responsible person for the above property.

A Special Responsible Person is:

***Any person who lawfully holds or has access to and may lawfully disclose information to the Electoral Registration Officer in respect of each person who is residing at a property and is eligible to be registered****.*

The Electoral Registration Officer will contact the SRO to ensure records on the register are up-to-date and accurate during the annual canvass.

By agreeing to act as the SRO for your property, you will be agreeing to take full responsibility and responding to all correspondence we send to you each year and provide us with information we request.

During the canvass, the minimum information we require for you to provide of each resident:

* First name and surname
* Nationality (if known)

As we will be sharing personal data, please visit <https://www.warwickdc.gov.uk/info/20802/privacy_notices/1384/electoral_services_elections_and_electoral_registration_privacy_notice> to view our privacy policy.

As Electoral Registration Officer, we have a duty to maintain an accurate and complete register.

Regulation 23 of the Representation of the People Regulations 2001 states that: A registration officer may require any person to give information required for the purposes of that officer's duties in maintaining registers of electors.

Under data protection principles the Electoral Registration Officer is entitled to collect the required information as there is a lawful basis for its processing; the performance of a public task in the public interest, as provided for in electoral law.

However, if you are unable to be meet the requirements of the responsible person, please identify another individual who lawfully holds or has access to and may lawfully disclose information. (Property manager / resident)

**Special Responsible Person:**

HMO property address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Correspondence address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email to: [elections@warwickdc.gov.uk](mailto:elections@warwickdc.gov.uk) or return to: Warwick District Council, Town Hall, Parade, Royal Leamington Spa, CV32 4AT