VALE of GLAMORGAN
BRO MORGANNWG

YOUR VOTE MATTERS
DON'T LOSE IT

Ref. No: Opt Out

Vale of Glamorgan
Electoral Registration
Civic Offices
Holton Road
Barry
Vale of Glamorgan
CF63 4RU

Call: 01446 729552
Email: electoralregistration@valeofglamorgan.gov.uk
Web: www.valeofglamorgan.gov.uk

Dear Elector

Open Register – Opt Out Request

We recently received a Household Enquiry Form from you or a member of your household confirming the residents at your address. The Household Enquiry Form indicated you wish to opt out of the Open Register.

Under data protection legislation any request has to come from you, not through a third party or other member of the household, and we cannot process these requests via a Household Enquiry Form. Therefore if you do wish to opt-out of the Open Register, please complete and return the enclosed form or contact us via email or telephone.

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. You can find more information about both registers and how they may be used at www.gov.uk/register-to-vote.

Your personal information
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 Act 1998. We will not give personal information about you and the other people in your household to anyone else or another organisation unless we have to by law.

Please do not hesitate to contact us if you require any further information.

Yours sincerely

Electoral Registration Office

The Electoral Register lists the names and addresses of everyone who is registered to vote in public elections. If previously provided, the database may have recorded your e-mail address and/or telephone number. Contact details are only used for the use of the Electoral Registration Department and are not passed on to third parties. If you would like your contact details removed please e-mail electoralregistration@valeofglamorgan.gov.uk or telephone 01446 709748 with your request and we will update our records.

VALE of GLAMORGAN
BRO MORGANNWG

MAE DY BLEIDLAIS YN CYFRI
PAID COLLI DY GYFLE

SWYDDFEYDD DINESIG
HEOL HOLTON
Y BARRI

CF63 4RU

Ffôn: 01446 729552
e-bost: electoralregistration@valeofglamorgan.gov.uk
Gwefan: www.bromorgannwg.gov.uk

Annwyl

Cofrestr Agored – Cais am hepgor enw

Cawsom Ffurflen Ymholiad y Cartref oddi wrthych chi neu aelod o'ch teulu'n ddiweddar yn cadarnhau nifer y rhai sy'n byw yn eich cyfeiriad. Yn ôl y ffurflen honno, yr ydych am i ni ddileu eich manylion o'r Gofrestr Agored.

O dan ddeddfwriaeth diogelu data, y mae'n rhaid i gais felly ddod oddi wrthych chi'n uniongyrchol yn hytrach na thrydydd person neu rywun ar eich aelwyd, ac ni allwn ei brosesu ar Ffurflen Ymholiad y Cartref. Felly, os ydych am i ni ddileu eich manylion o'r Gofrestr Agored, dylech un ai lenwi a dychwelyd y ffurflen amgaeedig ynteu cysylltu â ni drwy ffonio neu anfon neges e-bost.

Y Gofrestr Agored
Mae dwy gofrestr. Pam?
Gan ddefnyddio'r wybodaeth y byddant yn ei chael oddi wrth y cyhoedd, bydd swyddogion cofrestru'n cadw dwy gofrestr – y gofrestr etholiadol a'r gofrestr agored (a adwaenir hefyd fel y gofrestr olygedig).

Y gofrestr etholiadol
Mae'r gofrestr etholiadol yn rhestru enwau a chyfeiriadau pawb sydd wedi cofrestru ar gyfer pleidleisio mewn etholiadau cyhoeddus. Defnyddir y gofrestr i ddibenion etholiadol – e.e. sicrhau mai pobl gymwys yn unig sy'n cael pleidleisio – a hefyd i ambell i ddiben a nodwyd yn y gyfraith, megis:
• datgelu troseddau (e.e. twyll)
• galw ar bobl i wasanaethu ar reithgor
• archwilio ceisiadau am gredyd.

Y gofrestr agored
Darn o'r gofrestr etholiadol yw'r gofrestr agored, ond ni fydd yn cael ei defnyddio ar gyfer etholiadau. Mae hawl i unrhyw unigolyn, cwmni neu sefydliad ei phrynu. Bydd busnesau ac elusennau'n ei defnyddio i gadarnhau enwau a chyfeiriadau, er enghraifft.

Bydd eich enw a'ch cyfeiriad yn ymddangos ar y gofrestr agored oni ofynnwch i ni eu tynnu.
Ni fydd hepgor eich enw o'r gofrestr agored yn cael unrhyw effaith ar eich hawl i bleidleisio.
Cewch ragor o wybodaeth am y ddwy gofrestr a'r defnydd a wneir ohonynt drwy fynd i www.gov.uk/register-to-vote.

Eich gwybodaeth bersonol
Byddwn yn defnyddio eich gwybodaeth i ddibenion etholiadol yn unig.
Byddwn yn cadw eich gwybodaeth bersonol yn gyfrinachol ac yn cydymffurfio â Deddf Diogelu Data 1998. Ni roddwn unrhyw wybodaeth amdanoch chi, na'r rhai sy'n byw gyda chi, i unrhyw un arall, onibai ei bod yn rhaid gwneud hynny yn ôl y gyfraith.

Mae croeso i chi gysylltu â ni os bydd angen rhagor o wybodaeth arnoch.

Yn gywir

Swyddfa Cofrestru Etholiadol

Mae'r gofrestr etholiadol yn rhestru enwau a chyfeiriadau pawb sydd wedi'u cofrestru i bleidleisio mewn etholiadau cyhoeddus. Os gwnaethoch ei roi'n flaenorol, gallai'r gronfa ddata fod wedi cofnodi eich cyfeiriad e-bost a/neu rif ffôn. Caiff manylion cyswllt eu defnyddio gan yr Adran Cofrestru Etholiadol yn unig ac ni chânt eu rhannu ag unrhyw drydydd parti. Os hoffech i'ch manylion cyswllt gael eu tynnu e-bostiwch cofrestruetholiadol@bromorgannwg.gov.uk neu ffoniwch 01446 709748 gyda'ch cais ac fe ddiweddarwn ein cofnodion.

To: Electoral Registration
Vale of Glamorgan Council
Civic Offices
Holton Road
Barry
CF63 4RU

Your Name:

Your address:

I require you to cease or not begin processing the personal information relating to me from the Electoral Register for the purposes of direct marketing as soon as possible, by not including my details on the next and future versions of the Open Register until further notice.

Signed: ………………………………………………………………

Date: ……………………………………………………………………

Please provide your contact details in case of any query with this form

Telephone number: ……………………………………………………..

E-mail address: ………………………………………………………….

Please return this form to:

Electoral Registration, Vale of Glamorgan Council, Civic Offices, Holton Road, Barry CF63 4RU

Or e-mail: electoralregistration@valeofglamorgan.gov.uk

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow 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: Rob Thomas, Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU. You should refer to the Privacy Notice at http://www.valeofglamorgan.gov.uk/ElecRegPriv for further information relating to the processing of personal data.

VALE of GLAMORGAN
BRO MORGANNWG

Cyngor Bro Morgannwg
Swyddfeydd Dinesig
Heol Holton
Y Barri
CF63 4RU

Eich enw chi:

Eich cyfeiriad:

am i chi ymatal rhag prosesu / roi'r gorau i brosesu fy ngwybodaeth bersonol o Gofrestr yr Etholwyr i ddibenion marchnata uniongyrchol cyn gynted ag sy'n bosibl, drwy beidio â chynnwys fy manylion yn y fersiwn nesaf o'r gofrestr a phob fersiwn ar ôl hynny, nes i mi eich hysbysu'n wahanol.

Llofnod: ……………………………………………………………

Dyddiad: ……………………………………………………………

Rhowch eich manylion cyswllt rhag ofn y bydd holi ynglŷn â'r ffurflen hon

Rhif ffôn: ……………………………………………..

Cyfeiriad e-bost: ………………………………………………….

Anfonwch y ffurflen hon yn ôl i'r cyfeiriad hwn:

Cofrestru Etholiadol, Cyngor Bro Morgannwg, Swyddfeydd Dinesig, Heol Holton, Y Barri CF63 4RU

neu anfonwch neges i: electoralregistration@valeofglamorgan.gov.uk

Dim ond at ddibenion etholiadol y byddwn yn defnyddio'r wybodaeth a rowch i ni. Byddwn yn cadw gwybodaeth bersonol yn ddiogel ac yn cydymffurfio â'r ddeddfwriaeth diogelu data. Ni fyddwn yn rhannu gwybodaeth bersonol amdanoch chi nac unrhyw wybodaeth bersonol y gallwch ei rhoi am bobl eraill i unrhyw unigolyn na sefydliad arall oni bai bod yn rhaid i ni yn ôl y gyfraith. Sail gyfreithiol casglu'r wybodaeth yn y ffurflen hon yw bod ei hangen er mwyn cyflawni tasg er budd y cyhoedd ac arfer awdurdod swyddogol a roddir i Swyddog Cofrestru Etholiadol yn Neddf Cynrychiolaeth y Bobl 1983 a'r rheoliadau cysylltiedig. Caiff rhywfaint o'r wybodaeth a gesglir yn y ffurflen hon ei dosbarthu'n ddata personol categori arbennig. Fe'i prosesir er budd sylweddol y cyhoedd fel y nodir yn Neddf Cynrychiolaeth y Bobl 1983 a'r rheoliadau cysylltiedig. Er mwyn prosesu'r math hwn o wybodaeth, rhaid bod gan y Rheolydd Data ddogfen bolisi berthnasol sy'n nodi sut yr ymdrinnir â'r wybodaeth hon. Y Swyddog Cofrestru Etholiadol yw'r Rheolydd Data: Rob Thomas, Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU. Dylech gyfeirio at yr Hysbysiad Preifatrwydd yn http://www.valeofglamorgan.gov.uk/ElecRegPriv am ragor o wybodaeth am brosesu data personol.