During August, all households in Peterborough City Council area will be sent a Household Enquiry Form to ensure their house is correctly listed on the Electoral Register. The form will be addressed to "The Occupier" and will list details of all people in the household who are currently registered to vote.

**What You Need to Do**

The form asks you to confirm if details of those living at the address registered to vote are correct. The information you provide will enable us to send a separate individual registration form to any new resident who is eligible to register to vote.

**How to Reply**

When you receive your form, tell us straight away if the details are correct, or if they need changing.

The options to reply are shown below:

1. Online using the household update service [https://www.householdresponse.com/嶋me/Webcast](https://www.householdresponse.com/嶋me/Webcast). You will need the security numbers which are shown on your form.
2. Complete the paper form we sent you and return it using the pre-paid envelope.
3. If there are no changes to the information, telephone 0800 197 6871 to confirm that there are no changes. You will need the security numbers from the form.

You do not need to return the form if you have completed options 1 or 3.

**What Happens Next**

If you tell us there are new people eligible to be registered, they will each need to register individually. They can go online to register on the [gov.uk website](https://www.gov.uk/register-to-vote). If they do not apply online, we will send an invitation to Register form to each person added.

Each person is required to provide their National Insurance number and Date of Birth when they apply to be registered.

**The Open Register**

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 page 1 of this form. You can find out more information about both registers and how they may be used on the [gov.uk website](https://www.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 reasons of substantial public interest as set out in the 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:

Gillian Beasley  
Town Hall  
Bridge Street  
Peterborough  
PE1 1GF

Telephone: 01733 452249