

## **Banks Lane Infant and Nursery School**

### **Parent Governor Election 2021 – Online Ballot**

1. The aim of using an online ballot facility is to make the process as accessible as possible to parents.
2. The Ballot will be conducted as a secret ballot and the voting preferences of parents will be secret. Parents are asked to provide their email address and mobile phone number as a means of verifying their eligibility to vote but these details will be accessible only to the Headteacher, as clerk of election, and the school admin manager in counting the vote. This information will be treated in absolute confidence.
3. As votes are returned the email address or mobile number will be checked off against the details on the school records to ensure that each parent only votes once. This will be done by the Headteacher and Admin manager as described in point 2 above in strictest confidence.
4. In the unlikely event of there being an attempt to use a parent's identity to cast a duplicate vote, all votes from that individual will be discounted and the parent contacted directly by the Headteacher to resolve the issue.
5. All nominees will be invited to view the count data on the closing day of voting. This will be anonymised data that indicates the number of votes received by each candidate only and not the identity of voters to protect the integrity of the secret ballot.
6. Voting returns that allocate votes to more than one candidate for the same vacancy will be counted as spoiled for that vacancy.
7. Parents will be informed of the election by email. We will also publicise the election on our website and Twitter account.
8. Parents who do not wish to use the online version can return a paper voting slip to school by post or by hand.
9. The school will use the Google Forms tool to collect responses. This is a commonly used tool for conducting surveys, polls and evaluations.
10. The data collected and stored online will only be retained by the school until the election process is deemed complete and then deleted. This is made clear in a privacy statement incorporated into the online ballot and parents are asked to consent to the supply of data for the purposes of the ballot.