



### **Data Protection Privacy Statement – Assessing Pension Training Needs**

In order to deliver services to the citizens and communities in Bedford Borough, it is necessary for the Council to collect, gather and process personal data about residents, staff and other individuals. Bedford Borough Council is committed to protecting your personal data when you use its services and/or correspond with it.

The Council has registered as a Data Controller with the Information Commissioner's Office. This registration can be viewed on the [ICO website](#) (opens in a new window) **Registration Number Z5916725**.

As a Data Controller, the Council sets out the purposes and methods for processing information and ensures safeguards over any personal and special category information it processes.

The sections below explain the arrangements we have in place to protect the information entrusted to the Council.

In relation to Assessing Pension Training Needs Bedford Borough Council will process your personal data for the following processing purposes:

The members of the Pensions Committee of Bedfordshire Pension Fund has certain Knowledge and Skills requirements in order to carry out their duties. The Pension Fund has designed a training needs assessment in order to devise the training requirements and to prepare the Annual Training Plan

It is processing this personal data by virtue of the following Lawful Basis:

Consent of the data subject

Personal data provided for Assessing Pension Training Needs may be shared with, or obtained from the following organisations (in addition to any other disclosure required by a Court of Law or in response to a valid request by, normally, a law enforcement agency:

Officers of the Pension Fund will use this data to define the requirements for training to provide the knowledge and skills needed to play an integral part on the Pensions Committee or Board. Data will only be kept within the Council files and used to assess the levels of skills and knowledge of Committee and Board members.

The processing of your personal data will be restricted in time to:

The training needs assessment will be done on a regular basis as required and the data will be kept until the subsequent assessment is done.

Your personal data will be held by/for the Council within the UK or the EU.

We have a range of measures to protect the personal data you provide. These include: cyber security; physical security of the Council's buildings and training on Data Protection for staff.

Bedford Borough Council is the Data Controller processing your information, who can be contacted as follows:

Information Governance  
Bedford Borough Council  
Borough Hall  
Cauldwell Street  
Bedford MK42 9AP  
Email: [dpo@bedford.gov.uk](mailto:dpo@bedford.gov.uk)  
Telephone: 01234 267422

If you wish to enquire about your rights as a data subject, whether you wish to request a copy of your own information that Bedford Borough Council holds, request for data portability; rectification or erasure of your data for any reason or objection to any processing, please contact the Council's GDPR Data Protection Officer:

email: [dpo@bedford.gov.uk](mailto:dpo@bedford.gov.uk)

Alternatively if you are unhappy in the way Bedford Borough Council has handled the processing of your information in any way, you have the right to contact the UK's Supervisory Authority: The Information Commissioner's Office who can be contacted:

By webform: <https://ico.org.uk/global/contact-us/email/>

By email: [casework@ico.org.uk](mailto:casework@ico.org.uk) or,

By  
telephone: 0303 123 1113

#### Changes to this Notice

We keep this Privacy Notice under regular review and we will place any updates on its Internet site. This Notice was last updated in November 2018.