



Data Protection Privacy Statement – For families to be able to refer into Early Help services via their GP or Health Worker.

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 For families to be able to refer into Early Help services via their GP or Health Worker. Bedford Borough Council will process your personal data for the following processing purposes:

To record that a request for Early Help services has been made and to begin arrangements for an Early Help Assessment to be completed with the family and/or young person. A process that the family/young person can withdraw consent for at any point.

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

Consent of the data subject

Personal data provided for For families to be able to refer into Early Help services via their GP or Health Worker. 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:

Bedford Borough Council's Early Help Service will also use this information for service planning, monitoring and research purposes. This information will also be shared with external agencies and providers of relevant services identified by the Early Help process to ensure that you are provided with the most appropriate services. We will treat your information as confidential and we will not share it with any other organisation outside of the aforementioned remit, unless we are required by law to share it or unless you or any other person will come to some harm if we do not share it.

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

Your data will be stored for 7 years after case closure.

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
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

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 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.