



**BEDFORD**  
BOROUGH COUNCIL

**Data Protection Privacy Statement – We collect names and addresses from members of the public who comment on planning applications. Public Comments submitted are material considerations and form background information in relation to planning decisions and appeals. The planning service is required by legislation to maintain a public register which shall include background documents. Email address, signatures, phone numbers, names and addresses are collected but not shared – therefore this information is confidential.**

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.

We collect names and addresses from members of the public who comment on planning applications. Public Comments submitted are material considerations and form background information in relation to planning decisions and appeals. The planning service is required by legislation to collect this personal information to maintain a public register which shall include background documents.

Bedford Borough Council will process your personal data for the following processing purposes:

To process planning applications, as part of the material planning considerations on a planning application and be able to communicate with the commenter on this and future applications and appeals.

Email address, signatures, phone numbers, names and addresses are collected and held confidentially within Planning Services. This information is required to be shared with the Planning Inspectorate when planning appeals are validated and processed.

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

Compliance with a legal obligation

**Bedford Borough Council will only share your data with the following for the reasons stated below:**

**The retention of this information is a lawful process. The information is also shared with the Planning Inspectorate (Secretary of State) if a planning appeal is submitted; the Council has a lawful obligation to share this information with the planning inspectorate.**

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

**In perpetuity**

**Your personal data will be held by/for the Council within the UK**

**The information you have provided is a statutory or contractual requirement: this is something we have to do. Please see details below, including any consequences if we do not receive the information:**

**Statutory requirement to hold the data. If the name and address is not provided we cannot accept a submission from a member of the public, because we cannot fulfil our statutory obligation of keeping them informed of decisions and appeals for example.**

**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 Data Protection Officer at the above address or by 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:**

Bywebform: <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 April 2019.**