



BEDFORD

BOROUGH COUNCIL

Data Protection Privacy Statement – Members of the public enter their contact and vehicle details in order for the MOT appointments officer to contact them to arrange an MOT booking.

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 Members of the public enter their contact and vehicle details in order for the MOT appointments officer to contact them to arrange an MOT booking. Bedford Borough Council will process your personal data for the following processing purposes:

Personal details - to enable the officer to know who they are contacting in order to book a mutually convenient MOT appointment

Address details - currently entered although not required

Contact details - to enable the officer to contact the applicant by phone in order to book a mutually convenient MOT appointment. Email address is used if applicant cannot be contacted by phone or to send payment receipt.

Vehicle details - used to transfer the information from the online booking form over to the appointments diary and reduces the time taken to manually book the appointment.

MOT due date - to assist the officer in arranging an appointment prior to the expiry of the current MOT certificate

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

Performance of a task carried out in the public interest

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

E-forms are emailed to three members of the Vehicle Repair Depot where one will then contact the applicant to arrange the MOT appointment. Once the appointment has been booked the information is no longer required. Currently there is no formal process in place for deleting the emailed E-form information.

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

The Council's Data Protection Officer is the Chief Officer for Democratic and Registration Services, Keith Simmons who can be contacted by email: dpo@bedford.gov.uk or using the address/telephone shown above for the Controller.

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: Keith Simmons 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 May 2018.