



BEDFORD
BOROUGH COUNCIL

Data Protection Privacy Statement – Data is stored in order to provide a service, for contact detail in order to communicate with our tenants on any changes to Terms and conditions and for insurance purposes to mitigate future claims.

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 Data is stored in order to provide a service, for contact detail in order to communicate with our tenants on any changes to Terms and conditions and for insurance purposes to mitigate future claims. Bedford Borough Council will process your personal data for the following processing purposes:

Storage system for information held regarding Allotment holder on council owned sites. Data is stored in order to communicate with our tenants on any changes to Terms and conditions and for insurance purposes to mitigate future claims. , and to respond to FOI's

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

Performance of a contract

Personal data provided for Data is stored in order to provide a service, for contact detail in order to communicate with our tenants on any changes to Terms and conditions and for insurance purposes to mitigate future claims. 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:

N/a we wont share this data.

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

6 years after termination of the contractor/tenancy agreement in accordance with the council

retention and destruction policy

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

If it is held elsewhere it will be held as follows:

N/a - we don't transfer the data to third party

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:

Contractual requirement- failure to provide this data will result in the service not being offer or terminated.

The processing of your information entails automated decision making (by electronic means with no involvement by any person). Please see details below. Please let us know, by contacting us at dpo@bedford.gov.uk should you have any objection to this:

N/a

Please see details below in respect of any other reason we will be using your information:

The data is only used to process the service.

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 or at the above address.

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 Jan 2019.