

---

**Data Protection Privacy Statement - to carry out the statutory role of the LA in ensuring support for good school attendance, Safeguarding employed children and children that perform and also children who are missing from education.**

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 carry out the statutory role of the LA in ensuring support for good school attendance, Safeguarding employed children and children that perform and also children who are missing from education. Bedford Borough Council will process your personal data for the following processing purposes:

**Safeguarding children and ensuring they receive a full and appropriate education. If children are employed, our duty is to ensure that they are legally employed as per our by-laws. If they are involved in performance this is done under current guidelines and legislation.**

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

**Consent of the data subject, Compliance with a legal obligation, protecting the vital interests of a data subject or other person (life or death situation), Performance of a task carried out in the public interest.**

Personal data provided for to carry out the statutory role of the LA in ensuring support for good school attendance, Safeguarding employed children and children that perform and also children who are missing from education. Maybe 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:

**Safeguarding children and ensuring they receive a full and appropriate education. If children are employed, our duty is to ensure they are legally**

**employed as per our laws. If they are involved in performance this is done under current guidelines and legislation.**

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

**until the child is 25 years old**

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:

**This is only undertaken to trace a child who moved from this country and is believed to be in a school and we do make contact to confirm this if we have the school details.**

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.**

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](mailto:dpo@bedford.gov.uk) should you have any objection to this:

**Any decision made regarding information gathered is made in line with a DfE guideline or statutory requirement or to safeguard a child.**

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

#### **Safeguarding a child**

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) or send to 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](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 Jan 2019.