



Data Protection Privacy Statement – management of allotment tenancies and sports pitch bookings

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 management of allotment tenancies and sports pitch bookings Bedford Borough Council will process your personal data for the following processing purposes:

To manage tenancies/bookings and waiting lists; invoice for monies due; receive/respond to queries about the service(s)

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

Consent of the data subject

Personal data provided for management of allotment tenancies and sports pitch bookings 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:

The name, address, telephone number, email address and Club/Team are shared with the Council's bookings partner 'Playfinder' under contract

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

Allotment Waiting list - until a plot is offered or until the customer requests to be removed from the list
Allotment Tenants - for the period the tenancy of a plot is held
Queries - for the period required for a response to be provided to the customer
Pitch bookings - 12 months

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

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:

A requirement necessary to enter into a contract. Failure to provide such data would result in invoices for monies due not being able to be sent and tenancies/bookings being cancelled/refused due to non-payment.

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.