

## Data Protection Privacy Statement - Responding to reports of empty properties

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 Responding to reports of empty properties Bedford Borough Council will process your personal data for the following processing purposes:

**Where anonymity has not been requested, this information will only be shared with the appropriate Council officers in the strictest of confidence. However, it should be noted that any information the Council holds may, in exceptional circumstances, also be shared with other public bodies if this was necessary to safeguard the welfare of the person reporting or another person, for the prevention or detection of crime, or where this is otherwise required by law. Where anonymity is requested, all personal data will be deleted from our records.**

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

### Consent of the data subject

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

**Where anonymity has not been requested, the information provided will be kept safely and securely, for an indefinite period as it may form part of evidence in any further actions taken by the Council. Where anonymity is requested, all personal data will be deleted from our records. Applicants can change their minds if they decide they wish to remove their report at any time.**

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

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

**For potential evidence to assist actions to bring long-term empty properties back in to use.**

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 2018.