

## **Data Protection Privacy Statement – Collecting and storing applicant and/or agent details for planning applications.**

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 collecting and storing applicant and/or agent details for planning applications, Bedford Borough Council will process your personal data for the following processing purposes:

It is a statutory requirement to include the name and address of the applicant and/or agent on the public register which must be retained in perpetuity for anybody to inspect. The information is also held to respond to matters relating to the planning applications and to notify the planning inspectorate should an appeal be lodged. Personal email addresses, telephone numbers and signatures are redacted from forms, the "How to Guide 6 (page 2) for Applicants / Agents" explains our policies on personal data

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

### **Compliance with a legal obligation**

Personal data provided of applicant and/or agent details for planning applications may be shared with, or obtained from the following organisations (in addition to any other In perpetuity disclosure required by a Court of Law or in response to a valid request by, normally, a law enforcement agency:

This information (i.e.name and address) is held as part of the statutory planning public register and is therefore available for anybody to inspect. The retention of this information is a lawful process. The information is also shared with the Planning Inspectorate (Secretary of State) and if a planning appeal is submitted, the Council has a lawful obligation to share this information with the public and the planning inspectorate.

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

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:

Statutory requirement to hold the data. If the name and address is not provided, we cannot accept a submission, because we cannot fulfil our statutory obligation of keeping the applicant/agent informed of decisions and appeals, for example.

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, in the event that you remain dissatisfied with the way Bedford Borough Council has handled the processing of your information (i.e. after liaising with the Council to find a satisfactory solution), you have the right to contact the UK's Statutory Authority: The Information Commissioner's Office (ICO) who can be contacted by using the details displayed at the bottom of the page entitled [Personal information and your rights | Bedford Borough Council](#) on our website under the "Challenging the response" heading.

Changes to this Notice:

We keep this Privacy Notice under regular review; this Notice was last updated in August 2025.