Data Protection Privacy Statement - The administration of qualifications and training courses

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 the administration of qualifications and training courses, Bedford Borough Council will process your personal data for the following processing purposes:

We use the information that we gather about you from our application form(s) to apply for funding for qualifications and training to

- **ensure that we are complying with the rules and regulations around who is, or is not eligible to undertake one of our courses**
- **enroll you with awarding bodies if the course that you are undertaking with us requires one or more examinations to be taken**
- **later contact you to see whether the course that you have**
- **undertaken with us has helped you gain employment or progress within your work**
- **monitor the quality of our courses**
- **ensure that you get the right support if you have told us that you**
- **have a disability and**
- **require reasonable adjustment(s)**
- **help investigate any concerns or complaints you have about your services**
- **keep track of spending on our courses**
- **check the quality of services**
- **help with research and planning of new courses**
- **where you have agreed, to keep you informed of our products and services, future events and BTAC news**

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

Consent of the data subject, Performance of a contract, Compliance with a legal obligation

Personal data provided for the administration of qualifications and training courses 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:

Department of Education, Education and Skills Funding Agency, European Social Fund, Learner Records Service, NCFE-CACHE, Bedford Educational Skills Service, Apprenticeship programme, trainers, assessors. We may share your data with a regulator or other third parties in the performance of your contract or to comply with the law

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

We will keep your personal information for a minimum of 7 years and after 7 years your personal data will be destroyed.

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:

Contractual requirement, failure to provide requested information will result in a rejected application.

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 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.