**Data Protection Privacy Statement – Children and Young People**

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.

We have a wide range of responsibilities in respect of children and young people. We work with third parties, including, but not limited to, central government, education providers, the NHS and the voluntary sector. We also hold information on children and their families to whom we provide a service, in order to help us support you in the best way possible.

The legal basis for holding and processing this information is that it relates to a statutory (legal) function or public task. Where that is not the case, we will seek consent before processing personal information about a young person and/or their family.

We collect information about children/young people and families, who receive a service from us to enable us to carry out specific functions for which we are responsible for, including:

- providing appropriate support and care to children/young people and families
- collating statistics which inform decisions such as funding/provision of services, admissions/exclusions to/from schools
- assessing performance and setting targets to maintained schools
- auditing how well our services are meeting the needs of children/young people and families
- assessing level of financial support required, for example, free school meals and early years funding
- promoting welfare, safeguarding, health and wellbeing for children/young people
- assessing how well our children's services team is performing
- assessing/improving finance and individual service planning
- ethnicity and disability monitoring

**Find out about the data collection requirements placed on us by the Department for Education (DfE)(link opens in new window)**

To enable the children's services team to provide you with the relevant service, it is necessary for us to collect information about you and your family. The types of information we collect include:

- name, date of birth, address and contact details
- identifiers such as National insurance number and NHS number
- ethnic group, home circumstances, language and health information
- national curriculum assessment results
- school attendance/exclusion information
- details of any special educational needs for young people
- relevant medical information for young people/parents/carers – only where appropriate for example special educational needs or disability
- physical or mental health
- any additional personal information that is necessary to enable us to provide you with the correct service. In some circumstances this may require us to hold information on adults within the family (we may, in some circumstances, also check what previous services have been offered to you and your family)

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

We must have legal justification for using the information and, where we are required to share without consent of the individual, we rely on the following:

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- processing is necessary for compliance with a legal obligation to which the controller is subject

Personal data provided for Children and Young People 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:

We'll do what we can to ensure we hold records about you (on paper and electronically) in a secure way, and we'll only make them available to those who have a right to see them. Examples of our security include:

- encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password). This is done with a secret code or what's called a 'cypher'. The hidden information is said to then be 'encrypted'
- pseudonymization, meaning that we'll use a different name so we can hide parts of your personal information from view. This means that someone outside of the council could work on your information for us without ever knowing it was yours
- controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it
- training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong
- regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches)

## Why we share

We share data that we (including children's services) have gathered in line with our duties to:

- comply with a public task or legal obligation
- use for the prevention or detection of a crime
- allow a partner organisation to act on behalf of children's services
- safeguard individuals

## Who we share with

We routinely share information with:

- the Department for Education (DfE) on a statutory basis under the Education Regulations 2013
- public and government agencies including The Ministry of Housing, Communities and Local Government (MHCLG) and the Department of Works and Pensions (DWP)
- commissioned services
- education providers including maintained schools, academies and free schools
- our other teams including Family Meeting, Advocacy and Mediation Services
- health services including health visitors, GPs, consultants, hospitals and school nurses
- police
- Probation Service
- youth offending services
- children's centres
- mental health services

- drug and alcohol agencies
- housing agencies

Data about children and young people who are, or have been, looked after by the Council is also shared as part of the East of England Region-Wide Sufficiency Analysis. Councils from across the region will share data with two companies, Social Finance and the Commissioning Alliance, who will produce analysis to better inform service planning and commissioning.

The data shared will be pseudonymised. This means that any information, such as name or postcode, which could be used to identify an individual will be removed from the data. Individuals will be identified by a unique code but only our staff will have access to the systems needed to re-identify individuals using this code.

The information shared will be pseudonymised via a copy of the statutory SSDA903 return that we are obliged to share with the DfE. Further details can be found at **Children looked after return 2022 to 2023: guide – GOV.UK (www.gov.uk)**.

The project is being funded by the government's Data Accelerator Fund, details of which can be found at **Vulnerable children and families better supported through new data sharing projects – GOV.UK (www.gov.uk)**

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

The data you provide not be retained for longer than is necessary for its lawful purpose. Personal data will be stored for 5 years after the service is no longer available to a young person. This would be aged 23 and aged 30 for those with Special Educational Needs.

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

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:

Data Protection Officer
Bedford Borough Council
Borough Hall
Cauldwell Street
Bedford MK42 9AP
Email: dpo@bedford.gov.uk

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.

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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.