Data Protection Privacy Statement - Communication with River Festival stakeholders

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 Communication with River Festival Stakeholders, Bedford Borough Council will process your personal data for the following processing purposes:

To maintain communication with all festival stakeholders for the purposes of event planning, health and safety and to fulfil contractual obligations.

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, Protecting the vital interests of a data subject or other person (life or death situation), Performance of a task carried out in the public interest

Personal data provided for Communication with River Festival Stakeholders 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:

Members of the Bedford Events Advisory Group in the interest of public safety to include representatives of Blue Light Services. Limited details of certain participant applications will be shared with River Festival partners that manage events throughout the festival including Canoe Trail (Water activity participants), Gable Events (Dragon Boat participants), The Rotary Club (Raft Race participants), The Bedford Harbour Master (Water activity participants and boat moorings), other council departments as required, awarded stage and sound companies (Musicians/performers), awarded security company, and any other operators that will need limited applicant details in order to fulfil

the requirements of their duties. Shared information will be limited to name only where applicable.

The processing of your personal data will be restricted in time to: **5 years from the point of application/tender completion unless otherwise indicated to the person(s) or until a person(s) opts out of future communications. This will enable details to be used for 2 further biennial events.**

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:

Data may need to be provided as a statutory or contractual requirement, this data will be indicated with a * or advisory note on applications or contractual documents and tenders.

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.