Data Protection Privacy Statement - To process Community Centre booking enquiries

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 processing community centre booking enquiries, Bedford Borough Council will process your personal data for the following processing purposes:

In order to collect contact information and general information about the prospective booking to pass on to the relevant Community Centre(s) so a booking can be made.

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

Basis: **Performance of a task carried out in the public interest**

Personal data provided to process community centre booking enquiries 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:

Data from the booking enquiry will be passed on to the relevant Community Centre so the enquirer can be contacted directly by the Community Centre and the booking can be completed.

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

The data will be stored on Bedford Borough Council's e-form system for a period of 90 days; it will be deleted at the end of this period. Please contact the relevant Community Centre for a copy of their Privacy Statement. Details for each Centre can be found at: Council owned, leased and independent community centres | Bedford Borough Council

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:

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