

Data Protection Privacy Statement – Preparation, including consultation, of the Local Plan and other planning policy documents

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 what data we are collecting and storing and the arrangements we have in place to protect the information entrusted to the Council.

In relation to Preparation of the Local Plan and other planning policy documents in accordance with regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2026, Bedford Borough Council will process your personal data for the following processing purposes:

- Notifying you of consultations and other key milestones during the preparation of the Local Plan and other planning policy documents
- Receiving representations to consultations carried out during the preparation of the Local Plan and other planning policy documents
- Submitting the Local Plan and supporting documents, including representations received for examination in public.
- Notifying you of procedures related to the examination of the Local Plan, including the outcome of any examination in public.
- Notifying you of procedures related to the examination of other planning policy documents including the outcome of any examination in public.
- Notifying you of adoption of the Local Plan following the examination or of the need to withdraw the Local Plan.
- Processing personal data is necessary to evaluate the impact of policies in planning documents when undertaking planning functions.
- The Council is required by planning legislation to publish certain representations and supporting documents as part of the Local Plan process. This may include your name and the content of your representation. Personal information such as telephone numbers, email addresses and signatures will not normally be published and will be removed where appropriate.

The personal data that will be collected:

- Name
- Identification numbers relating to representations made as part of consultations
- Telephone numbers
- Addresses, including email addresses
- Other location data
- Information about sole traders, employees, partners, and company directors, that identifies and relates to them as an individual

The preparation of a Local Plan is a statutory planning function carried out under planning legislation. The Council is not relying on consent where processing is required to carry out official functions.

Bedford Borough Council primarily processes your personal data under:

Article 6(1)(c) UK GDPR – processing is necessary to comply with a legal obligation.

Article 6(1)(e) UK GDPR – 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 Council.

In some circumstances, we may rely on Article 6(1)(a) Consent, for example where you ask to receive updates or information that is not required by legislation. Where consent is relied upon, you may withdraw that consent at any time. Withdrawal of consent will not affect processing already undertaken or any processing that is required under Articles 6(1)(c) or 6(1)(e).

No special category data is collected.

Personal data provided for Preparation of the Local Plan and other planning policy documents in accordance with regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2026 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:

- Ministry for Housing, Communities and Local Government
- The Planning Inspectorate
- An appointed Planning Inspector and Programme Officer for the purposes of examining a planning document in public, once the council submits the plan and associated documents to the Secretary of State under regulation 34 of the aforementioned regulations.

- Relevant Council departments where necessary to carry out planning functions and suppliers providing consultation, document management or IT hosting services under contract to the Council.

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

10 years from the date that Bedford Borough Council ceases work on the Local Plan or other planning document it is preparing.

Your personal data will be held by/for the Council within the UK or the EU. Where service providers store or access information from outside the UK, the Council will ensure appropriate safeguards are in place in accordance with UK GDPR.

If it is held elsewhere, it will be held as follows:

On servers by a company contracted by the council to administer and store the data.

The information you have provided is a statutory requirement: this is something we have to do. Please see the details below, including any consequences if we do not receive the information:

Certain personal information, including your name and contact details, are required to enable the Council to comply with its statutory duties under the Town and Country Planning (Local Planning) (England) Regulations 2026. If this information is not provided, we may be unable to accept or process your representation or notify you of subsequent stages of the plan-making process.

The processing of your information does **not** involve automated decision-making.

The Council has appropriate technical and organisational measures in place to protect your personal data against unauthorised or unlawful processing, accidental loss, destruction or damage.

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 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 get in touch with the Council's GDPR Data Protection Officer by emailing dpo@bedford.gov.uk or writing to the above address. Some individual rights may be limited where processing is necessary to comply with a legal obligation or to perform a task carried out in the public interest.

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.

We keep this Privacy Notice under regular review, and we will place any updates on its Internet site. This Notice was last updated in July 2026.