

Data Protection Privacy Statement – Keeping contact information on the Planning Policy Database

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.

Bedford Borough Council maintains a Planning Policy Database and will process your personal data for the following processing purposes:

- maintain contact details of individuals and organisations who wish to receive information about planning policy documents
- administer statutory planning consultations held on planning policy documents
- record representations and Call for Sites submissions
- meet the Council's legal obligations relating to plan preparation

The personal data that will be collected:

- Name
- Identification numbers which may include identifiers to individuals or organisations on the consultation database
- Addresses, including email addresses
- Telephone numbers
- Information about sole traders, employees, partners, and company directors, that identifies and relates to them as an individual

The Council processes personal data held within the Planning Policy Database for different purposes. Where personal data is processed to comply with statutory planning duties, the Council relies on Articles 6(1)(c) (Legal Obligation) and 6(1)(e) (Public Task) UK GDPR. Where individuals choose to receive general planning policy updates or notifications that are not required by legislation, the Council relies on Article 6(1)(a) (Consent). Consent may be withdrawn at any time without affecting

any processing already carried out or any processing undertaken under Articles 6(1)(c) or 6(1)(e).

No special category data is collected.

Personal data held within the Planning Policy Database may be shared with, or obtained from, the following organisations (in addition to any disclosure required by law or in response to a valid request from 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.

Contact details that are held only for the purpose of receiving planning policy updates will normally be retained for the duration of the preparation of the relevant planning policy document. Individuals will then be contacted to confirm whether they wish to remain on the Planning Policy Database for future consultations. Records of representations and Call for Sites submissions will be retained in accordance with the Council's Records Retention Schedule and any applicable statutory requirements.

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. Providing your contact details to receive planning policy updates is voluntary. However, if you submit a representation to a statutory consultation, certain personal information is required

Certain personal information, including your name and contact details, is 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.