Data Protection Privacy Statement - To determine eligibility of external, independent Approved s12 assessors and Best Interests Assessors.

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, To determine eligibility of external, independent Approved s12 assessors and Best Interests Assessors. Bedford Borough Council will process your personal data for the following processing purposes:

This privacy notice relates to external assessors who are commissioned to undertake assessments in accordance with the Deprivation of Liberty Safeguards (DoLS). This is not an exhaustive list, but is likely to include:

Personal data including, name, address, telephone number and email;
Information relating to a criminal record;
Information relating to training; Confirmation of up-to-date liability/indemnity insurance;
Bank details and information relating to HMRC; Information regarding nationality and documentation relating to the right to work in the UK;
Information relating to registration with a regulatory body.

This information is necessary to determine if assessors are eligible to undertake DoLS assessments, and to process payment for completed work. Personal data is stored electronically on the Council's IT system and kept in a personnel file.

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

Consent of the data subject, 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 to determine eligibility of external, independent Approved s12 assessors and Best Interests Assessors. 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 will be shared with colleagues within the Council where it is necessary for them to undertake their duties, for example, to release payment for completed work. Data will be shared with third parties for the purposes of allocating assessments and to facilitate partnership working. This information is shared on a need-to-know basis. There may be a need to share data with a regulator or with other third parties where there are concerns about performance or compliance with the law.

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

Personal information will be retained for as long as necessary to fulfil the purposes it is collected for, including for the purposes of satisfying legal and accounting requirements.

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:

The provision of data is used to ensure assessors are eligible to assess under the Mental Capacity Act 2005 and Deprivation of Liberty Safeguards 2009.

Please see details below in respect of any other reason we will be using your information:

There may be occasions where data is processed for Freedom of Information requests. However, personal data is not shared as the data is anonymised.

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.