

Data Protection Privacy Statement – Environmental Enforcement.

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.

Bedford Borough Council is the Data Controller for this processing. The Council's details can be found on the Information Commissioner's Office (ICO) register, our 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 Environmental Enforcement, Bedford Borough Council will process your personal data for the following processing purposes:

- Law enforcement
- To investigate environmental crime and statutory nuisance
- To issue fixed penalty notices (FPN) and other legal notices for the enforcement of environmental and statutory nuisance contraventions and other associated investigation/enforcement purposes.
- Prepare and collate information relating to environmental crime for prosecution.

The personal data that will be collected:

- Name
- Date of birth
- Addresses, including email addresses
- Telephone number
- Information about sole traders, employees, partners, and company directors, that identifies and relates to them as an individual
- Images via CCTV, body worn cameras or automatic number plate recognition (ANPR)
- Details of your vehicle such as vehicle registration number, vehicle make and model
- Contact we have had with you, such as correspondence via email, online forms and post
- Call recordings and notes or transcripts of telephone calls made to the council
- Transaction information if you have paid a fixed penalty notice or associated fee by credit or debit card

Bedford Borough Council is processing this personal data by virtue of the following Lawful Basis:

Performance of a task carried out in the public interest - Article 6(1)(e) - This lawful basis applies when the 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 data controller.

The processing is necessary for the Council to carry out its statutory environmental enforcement functions, investigate offences/nuisance and issue/enforce FPNs and other notices.

The special category data that may be collected:

Body-worn cameras, CCTV and other recording equipment may incidentally capture special category data, for example information relating to health, racial or ethnic origin or religious beliefs. Where this occurs, the Council will only process such information where a lawful condition under Article 9 UK GDPR applies

Bedford Borough Council is processing this special category data by virtue of the following Lawful Basis:

Processing is necessary for reasons of substantial public interest based on law – Article 9(2)(g)

Data Protection Act 2018, Schedule 1, Part 2, Paragraph 10 [Preventing and detecting unlawful acts] and Paragraph 12 [Regulatory requirements with regard to dishonest or unlawful acts]

Bedford Borough Council may also process Criminal offence data: information relating to alleged offences, criminal offences and convictions, where relevant to enforcement activity, this is carried out under Article 10 UK GDPR and the DPA 2018.

Personal data provided for Environmental Enforcement 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:

- Officers within Bedford Borough Council for the purposes of processing your FPN
- Any relevant Council Officers with a need to access your data relating to responding to a complaint or enquiry
- The council's legal team where necessary for the purposes of providing legal guidance and for prosecution

- Where a matter proceeds to court action, data will also be shared with the courts, the defendant and their legal representatives, only where information is relevant to the proceedings.
- Bedfordshire Police, where necessary to investigate and/or prosecute an offence
- The Council's appointed environmental enforcement contractor, acting on the Council's behalf as a data processor.

The Payment Service Provider: Retained in line with their regulatory obligations under UK FCA and anti-money laundering regulations.

Your personal data will normally be retained for no longer than six years

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.

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 September 2026.