Data Protection Privacy Statement – Governor Services

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.

This notice is applicable to those people filling out a new governor application form.

The personal data collected is used to enable Governor Services to find a placement for the applicant in the recruitment process of new governors for schools in Bedford Borough.

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 Governor Services holds personal data to share with Bedford Borough schools and academy trusts to help with the recruitment of school governors and trustees.

The personal data that will be collected:

- Personal information such as name, gender and health/disability
- Contact information such as email address, home address and mobile telephone number

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

- Consent of the data subject - Article 6(1)(a) - the individual has given consent for Bedford Borough Governor Services to process their personal data for a specific purpose.

The special category data that will be collected:

- Ethnic origin
- Health

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

- Explicit consent – Article 9(2)(a) - Explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State law; and

- Sch.1, Pt.2, 1 - Substantial public interest conditions, for processing under DPA2018. As the lawful basis being used is explicit consent, you have the right to withdraw this consent at any time.

Personal data provided for Bedford Borough Governor Services will be shared with the governance boards of the schools or academies which have a suitable vacancy to fill, taking into account your preferences expressed on the form.

The processing of your personal data will be restricted in time to a maximum of 2 terms as this time period usually covers time to process applications and approve new governors on governing boards. Personal data submitted through applications that are not successful and/or withdrawn will be permanently deleted once a decision not to progress the application further is made.

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 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.

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.