Data Protection Privacy Statement - Parental consent for Educational Psychology Assessments

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 Parental consent for Educational Psychology Assessments Bedford Borough Council will process your personal data for the following processing purposes:

A consent form which can be accessed online by parents to make obtaining consent processes more accessible and easier for both parents and the EP team. The form also covers details regarding important assessment alterations due to COVID which parents should be aware of.

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

Consent of the data subject

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

Data will be stored in a pupil file in Objective for 7 years after case closure. Data can be deleted anytime on request of parent.

Your personal data will be held by/for the Council within the UK or the EU.

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

By signing and consenting this form, you (the parent/carer/young person) understand and agree that your information has and will continue to be collected for the purpose of assessing and providing appropriate services.

Bedford Borough Council's Psychology Team will also use this information for service planning, monitoring and research purposes. This information will also be shared with external agencies and providers of relevant services identified by the Educational Psychology process to ensure that you are provided with the most appropriate services. We will treat your information as confidential and we will not share it with any other organisation outside of the aforementioned remit, unless we are required by law to share it or unless you or any other person will come to some harm if we do not share it. In any case we will only ever share the minimum information we need to share.

You also understand that information regarding yourself and your family will be stored electronically on Bedford Borough Council's secure database for case management purposes: Records and details will be kept of subsequent contact and work occurring as a result of this consent form, including phone calls, meetings, assessments and home visits.

Why is my information being shared? We are sharing your information to help improve the service your family and other families receive in the future. Your information will be anonymised when used for service reporting and handled with care in accordance with the law.

What rights do I have regarding the storage of my personal information? Your data will be retained for 7 years after case closure, however you have the following rights with regards to your data:

- **Access – The right to access your personal data upon request, either written or verbal.**
- **Rectification – The right to have inaccurate data rectified upon request, either written or verbal.**
- **Erasure – The right to have personal data erased upon request, either written or verbal.**
- **Data portability – The right to obtain and reuse your personal data for your own purposes.**

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

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.