Data Protection Privacy Statement – Bedfordshire Minerals and Waste Plan

Bedford Borough Council, Central Bedfordshire Council and Luton Borough Council are working together to prepare the Bedfordshire Minerals and Waste Plan. Central Bedfordshire Council is the lead authority for the consultation and will receive and administer consultation responses on behalf of the three Local Authorities.

The three councils are joint controllers for the consultation activity described in this notice. Their respective responsibilities for transparency, information rights, complaints, security and retention are set out in the Service Level Agreement]. Each council remains responsible for complying with data protection law in relation to the personal information it processes.

This notice explains what personal information is collected, why it is used, who it may be shared with, how long it will be retained and the arrangements in place to protect it.

The purposes for which we process your personal data:

For the Bedfordshire Minerals and Waste Plan, the councils will process your personal data to:

- record, administer and analyse your consultation response;
- identify who has responded to the consultation;
- contact you about the consultation and subsequent formal stages of the Plan;
- maintain accurate Minerals and Waste Plan consultation records;
- prepare and publish consultation reports;
- submit the Plan, supporting documents and representations for independent examination; and
- administer the examination process, including contacting representors where necessary. This could include result in the adoption or withdrawal of the plan.

The personal data that will be collected is:

- your name;
- postal address, email address and telephone number;
- the organisation or body you represent, where applicable;
- your consultation response and supporting documents;
- your communication and consultation preferences;
- relevant correspondence about your response; and
- any other personal information you choose to include in free-text comments or supporting material.

Please avoid including unnecessary personal information about yourself or another person in your consultation response.

The principal lawful basis for processing your data is:

Article 6(1)(e) UK GDPR: 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 councils.

The preparation of a Local Plan is a statutory planning function carried out under planning legislation. We will process your data in line with the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) (England) Regulations 2026, as well as in accordance with the data protection and records management policies in place at Bedford Borough Council, Central Bedfordshire Council and Luton Borough Council.

Where a council is required by law to carry out a specific part of the process, Article 6(1)(c) UK GDPR may also apply because processing is necessary to comply with a legal obligation.

Where you separately ask to receive optional, non-statutory updates, a council may rely on Article 6(1)(a), consent. You may withdraw that consent at any time. This will not affect processing already undertaken or processing required under Articles 6(1)(c) or 6(1)(e).

Special category and criminal Offence data:

The consultation is not designed to collect special category or criminal offence data. However, information of this nature could be included voluntarily in free-text comments or supporting material. Please do not provide this information unless it is necessary for your response.

Where such information is received, the councils will assess the appropriate Article 9 UK GDPR condition or Schedule 1 Data Protection Act 2018 condition before further processing and will redact it before publication where appropriate.

Publication of consultation responses

Your name and consultation comments may be published online and included in consultation reports or examination documents where this is required for the Local plan process. Information published online will be visible to the public. Certain personal information, including your name and contact details, are 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.

Information may be published at:

- Central Bedfordshire Council - Consultations
- Minerals and waste
- Minerals and waste planning | Bedford Borough Council
- Minerals and waste | Luton Borough Council
- The Programme Officer's dedicated website

Please do not include information within your comments that you would not expect to be published. Although the councils will take reasonable steps to remove personal contact details and other information that should not be published, personal information included within the substance of your comments may be visible to the public.

Postal addresses, email addresses, telephone numbers and signatures will not normally be published and will be removed where appropriate.

Who we may share your personal data with:

Personal data provided for the Bedfordshire Minerals and Waste Plan may be shared with:

- authorised staff at Bedford Borough Council, Central Bedfordshire Council and Luton Borough Council, where necessary to prepare the Plan, administer the consultation, maintain accurate records or respond to information-rights requests or complaints;
- the Planning Inspectorate, the appointed Planning Inspector and the Programme Officer, including your name, contact details, representational status, consultation comments and relevant correspondence, where necessary to administer the independent examination (once the plan is submitted to the Secretary of State under regulation 34 of the aforementioned regulations), contact representors and arrange hearing sessions;
- Ministry for Housing, Communities and Local Government
- the provider of the consultation software and any other approved processor acting only under the councils' written instructions and subject to contractual, security, retention and deletion requirements; and
- another organisation where disclosure is required by law, a court order or a valid request from a body with lawful authority.

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

10 years from the date that the Councils ceases work on the Local Plan it is preparing.

Where your personal data will be held:

Your personal data will be held by/for the Councils within the UK or the EU. Where service providers store or access information from outside the UK, the Councils 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.

Whether you are required to provide personal data:

Providing a consultation response is voluntary. However, if you do not provide sufficient identification or contact information, the councils may be unable to validate or administer your response, contact you about the next stages of the Plan or enable the Planning Inspectorate to contact you about the examination

Use of artificial intelligence:

The Local Authorities may use council approved artificial intelligence-assisted tool to help organise, categorise and summarise consultation responses. Its purpose would be to help officers identify themes and prepare consultation analysis. It would not determine the content or outcome of the Minerals and Waste Plan or make decisions about individual respondents.

The processing of your information does not involve automated decision-making; council officers will review and validate outputs before they are relied upon.

Personal data will not be used to train a publicly available or general-purpose artificial intelligence model.

Withdrawing a response:

You may ask to withdraw your consultation response until the consultation closes. If it is withdrawn before the closing date, it will not normally be published or included in the consultation analysis, subject to any legal requirement to retain an audit record.

After the consultation closes, withdrawal may not always be possible because the response may already form part of the statutory Local plan record.

Where you have separately asked to receive optional updates about the Minerals and Waste Plan, you may withdraw your consent at any time by contacting mwplans@centralbedfordshire.gov.uk. This will not affect any processing already undertaken or processing necessary for the councils' statutory planning functions.

How we protect your personal data:

The councils are committed to protecting your personal data when you use its services and/or correspond with it by having appropriate technical and organisational measures in place to protect your personal data against unauthorised or unlawful processing, accidental loss, destruction or damage.

Approved suppliers processing personal data on behalf of the councils must comply with written contractual, confidentiality and security requirements.

Contacting the councils and exercising your rights:

Questions about this consultation or the use of your personal data may be sent in the first instance to:

Minerals and Waste Planning Team, Central Bedfordshire Council
Email: mwplans@centralbedfordshire.gov.uk

Central Bedfordshire Council's role as lead authority does not remove the responsibilities of Bedford Borough Council or Luton Borough Council for the personal data they process.

If you wish to enquire about your rights as a data subject, whether you wish to request a copy of your information that the relevant 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 UK GDPR Data Protection Officer by using the contact details below.

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.

Bedford Borough Council
Data Protection Officer
Information Governance
Borough Hall
Cauldwell Street
Bedford MK42 9AP
Email: dpo@bedford.gov.uk

Data Protection Officer
Information Governance
Priory House
Monks Walk
Chicksands
Bedfordshire, SG17 5TQ
Email: information.governance@centralbedfordshire.gov.uk

Luton Borough Council
Data Protection Officer
Information Governance
Town Hall,
George Street
Luton, LU1 2BQ
Email: dataprotection@luton.gov.uk

Complaints

If you are dissatisfied with the way the councils have handled your personal data, you should first contact the relevant council's Data Protection Officer. If you remain dissatisfied, you may complain to the Information Commission's Office at:

Information Commission's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AX
Website: www.ico.org.uk
Email: icocasework@ico.org.uk

We keep this Privacy Notice under regular review; this Notice was last updated in November 2026.