Data Protection Privacy Statement – Community Asset Transfers

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 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 Community Asset Transfers, Bedford Borough Council will process your personal data for the following processing purposes:

To evaluate the suitability of your Community Asset Transfer expression of interest and application.

The personal data that will be collected:

- Name
- Addresses, including email addresses
- Identification numbers
- Bank details
- Date of birth

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

Consent of the data subject - Article 6(1)(a) - This lawful basis applies when the data subject has given explicit consent for their data to be processed for a specific purpose.

Performance of a contract - Article 6(1)(b) This lawful basis applies when the processing is necessary for the performance of a contract to which the data subject is a party, or to take steps at the request of the data subject prior to entering into a contract.

Compliance with a legal obligation - Article 6(1)(c) - This lawful basis applies when the processing is necessary for compliance with a legal obligation to which the data controller is subject.

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 of your personal data will be restricted in time to: One Year

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

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

In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.

The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

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.