

## **Data Protection Privacy Statement – Early Help and Intervention**

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 Early Help and Intervention services, Bedford Borough Council will process your personal data for the following processing purposes:

- To support children, young people and their families and monitor their progress
- Providing early help services for families including vulnerable children and young people
- Joint working with other organisations to support the health and wellbeing of children, young people and their families.
- Supporting families with information and access to other local services
- To provide a service that improves outcomes for children, young people and their families through providing a range of universal and preventative services
- Helping to prevent duplication of services

The personal data that will be collected:

Referrals into Early Help are received from parents and carers or children and young people (self-referrals), health visitors, midwives, schools and other agencies, both internal and external to Bedford Borough Council.

Early Help and Intervention services collect and process the following information:

- Name
- Date of birth
- Addresses, including email addresses
- Contact details
- Significant people in the family and their details

- Any additional personal information that is necessary for us to assess and provide children, young people and families with the service they require.

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

Article 6(1)(e) UK GDPR, as processing is necessary for the performance of a task carried out in the public interest and in the exercise of official authority vested in the Council.

The special category data that will be collected:

- Race
- Ethnic origin
- Religious or philosophical beliefs
- Health data
- Sex life
- Sexual orientation

The service may also process criminal offence information where necessary and lawful to do so in connection with safeguarding and support services. Article 10 UK GDPR Part 3 DPA 2018 conditions:

- Data on criminal convictions and offences

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

Article 9(2)(g) UK GDPR, processing is necessary for reasons of substantial public interest based on law, and Schedule 1 of the Data Protection Act 2018, including safeguarding and support of children and individuals at risk.

Personal data provided for Early Help and Intervention services 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:

The Department for Education (DfE) - the information shared with the DfE includes personal data and pseudonymised identifiers used to support validation, matching, analysis, and national reporting. Although direct identifiers such as names are not routinely included, the information remains personal data under UK GDPR.

Personal data will be shared with the DfE using secure government approved transfer arrangements for the purposes described below.

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

7 years after case closure, Bedford Borough Council retains Early Help records in accordance with its records retention schedule and statutory obligations. The DfE is responsible for its own retention and management of data once received.

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

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

The Council is obliged to share pseudonymised personal data with the Department for Education (DfE), this includes Child database ID, Unique Pupil Number, Date of birth, about children who are supported at Targeted Early Help level using a secure data portal called achieve forms, which is password protected. The DfE, will perform data validations and analysis and provide reports back to Bedford Borough Council and it will contribute to national analysis. These reports will only contain cohort level data which is non-identifiable.

What is the purpose of this collection?

The DfE are implementing reforms which adapts the way in which support for families is delivered through the Families First Partnership Programme. They are collecting this data to be able to understand:

- The problems children and families are experiencing.
- Which professionals are leading the support.
- The outcome of the support.

DfE is collecting this information as part of the Families First Partnership Programme to support national monitoring, evaluation, service improvement, and development of early help and family support services. Information is shared only where necessary and proportionate and through secure government approved systems.

For further information on how DfE processes your personal data, please see: [Personal information charter - Department for Education - GOV.UK](#)

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

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Bedford MK42 9AP

Email: [dpo@bedford.gov.uk](mailto: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](mailto: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.

We keep this Privacy Notice under regular review, and we will place any updates on its Internet site. This Notice was last updated in May 2026.