

Data Protection Privacy Statement – Needs Assessment to inform the design and implementation of the Families First Partnership Programme

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 a needs assessment to inform the design and implementation of the Families First Partnership Programme, Bedford Borough Council will process your personal data for the following processing purposes:
- To understand the needs of children, young people and families in Bedford Borough in order to inform the design and implementation of the Families First Partnership Programme.

The personal data that will be collected:

Individuals personalised data will be collated, cleansed and analysed by internal Bedford Borough Council departments, before sharing with an external partner in an anonymised format for further data analysis. The personal data to be collected will include:

- Date of birth
- Database identification numbers
- Postcode
- Pseudonymised data, i.e. data where identifiers have been removed or replaced, but a residual risk of re-identification remains.

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

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 special category data that will be collected:

- Race
- Ethnic origin
- Health data
- Child Protection data

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

Processing is necessary for reasons of substantial public interest based on law – Article 9(2)(g) supported by Schedule 1, Part 2, Paragraph 18 of the Data Protection Act 2018 (safeguarding of children and individuals at risk).

Personal data provided for the needs assessment to inform design and implementation of the Families First Partnership Programme 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:

Interface – our commissioned external provider who will complete the needs assessment on Bedford Borough Council's behalf, will receive fully anonymised data any data shared with Interface will not include any data which could identify an individual.

Data will be shared internally between Children's Services and Public Health. The data will be extracted from the Children's Services database by the Analytics, Insight and Performance Team within the Council, before being shared with Public Health department.

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

Data on Bedford Borough Council's Children's Services database system will be retained in line with the Children's Services retention schedule, which is 7 years after case closure.

Any data extracted for the purposes of the needs assessment (including Excel spreadsheets used for data linkage) will be securely deleted once it is no longer required, which we anticipate will be 1 year after the needs assessment report has been completed and published.

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.

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