



## **Data Protection Privacy Statement – Adult Social Care Self-review**

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](https://ico.org.uk/for-organisations/register/) (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 enter Adult Social Care Self-reviews, Bedford Borough Council will process your personal data for the following processing purposes:

The Self-review provides the opportunity for individuals to carry out a review of their needs. This information may then be used by Adult Social Care Teams to determine support that may be available to meet the person's identified needs. The details provided will be stored in the Adult Social Care database.

The personal data that will be collected:

- Name
- Date of birth
- Addresses, including email addresses
- Telephone numbers
- Identifying Identity numbers such as NHS number
- Personal data about the carer
- Those you identify as a carer for you
- Housing situation
- Finances
- Family context

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.



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.

Protecting the vital interests of a data subject or other person (life or death situation) - Article 6(1)(d) - This lawful basis applies when the processing is necessary to protect the vital interests of the data subject or another natural person, typically in situations that are life-or-death emergencies.

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
- Religious beliefs
- Physical and Mental Health data
- Sex life
- Safeguarding Adults Data
- Health, Adoption, Employment, School, Social Services, Housing data
- Current care needs and resolutions

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

- Explicit consent – Article 9(2)(a)
- Processing is necessary for the purposes of preventative and occupational medicine, for the assessment of working capacity of the employee, medical diagnosis, the provision of health or social care treatment or the management of health or social care systems/services – Article 9(2)(h)

Personal data provided for Adult Social Care Self-reviews 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):

Other Statutory Organisations, i.e. Health Services, Police, Housing Providers, Care Quality Commission Other Council Departments Independent Providers/Organisations



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

Information will be stored for as long as the individual is receiving support from Adult Social Care. The information will be retained for a period of 10 years following the closure of a case at which time the information will be deleted.

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

The information you have provided is a statutory or contractual requirement: this is something we have to do. Please see the details below, including any consequences if we do not receive the information:

The provision of data is used to carry out the statutory function of the Adult Social Care Teams as directed by the Care Act 2014.

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](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 January 2026.