Data Protection Privacy Statement - SEND Panel Information Sharing and Quality Assurance Process

In order 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 the arrangements we have in place to protect the information entrusted to the Council.

In relation to SEND Panel Information Sharing and Quality Assurance Process. Bedford Borough Council will process your personal data for the following processing purposes:

When the Local Authority receives an Education Health and Care Needs Assessment request Form (EHCNAF) all information gathered prior to and as part of the EHC Needs Assessment to be shared with panel members which will also include colleagues across education, health and social care. Terms of Reference for the SEND panel including membership can be found on the Bedford Borough Local Offer website. In order to quality assure the Education , Health and Care Plans that the Local Authority creates, a range of audits and collaborative learning discussions take place to review the quality of the plan and ensure that the correct decision making process has been followed. This process is undertaken through multi-agency audits with colleagues from Health, Education, Care and the Bedford Borough parent Carer Forum.

It is processing this personal data by virtue of the following Lawful Basis:

Consent of the data subject, Compliance with a legal obligation, Performance of a task carried out in the public interest

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

Your data will only be held for as long as is necessary or as governed by other statutory regulations such as the SEND Code of Practice 2015, The Children and Family Act 2014 and the Education Act 1996 and will be disposed of securely.

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 own 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 contact the Council's GDPR Data Protection Officer email: dpo@bedford.gov.uk or send 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.