Data Protection Privacy Statement – Storing of client information at The Jobs Hub

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 (ICO). 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 storing of client information at The Jobs Hub, Bedford Borough Council will process your personal data for the following processing purposes:

To register you for our services.

The personal data that will be collected:

Name
Date of Birth
Age
National Insurance Number
Address

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.

The special category data that will be collected:

Health condition/disability
Ethnic origin
Work status
Residential status.

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

Explicit consent – Article 9(2)(a)

Personal data provided for storing of client information at The Jobs Hub is stored in a locked room, and we do not share any of the data with anyone, it's collected purely for our records.

The processing of your personal data will be restricted in time to: 7 years.

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:

Data Protection
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 UK 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.