

Data Protection Privacy Statement – Young Carers Services

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 services for Young Carers, Bedford Borough Council will process your personal data for the following processing purposes:

- To offer support to young carers and their families; this may include respite opportunities for young carers, signposting to support or mentor-based/peer support
- To ensure as many young carers as possible are identified and registered with Young Carers services, so that no young carers are without support, if required

The personal data that will be collected:

- Name
- Date of birth
- Addresses, including email addresses
- Young carer status
- School attending

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.

Where consent may be sought in practice (for example, to engage with services or to support transparency with service users), this is separate from the Council's lawful

basis for processing and does not form the legal basis for data sharing. The processing is carried out under statutory duties and public task functions.

The special category data that will be collected:

- Race
- Ethnic origin
- Physical or Mental Health
- Child Protection Data
- Social Services Data
- Young Carers Status
- Open case to Early Help or Social Care

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 relevant provisions under Schedule 1 of the Data Protection Act 2018 relating to safeguarding and supporting children.

Personal data provided for the Young Carers Services, may be shared with 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 commissioned provider for Young Carers Support Services; the current organisation who holds this contract is Carers in Bedfordshire (2026/27)

Sharing between Bedford Borough Council and Carers in Bedfordshire will be carried out using approved secure electronic systems.

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.

For the data held by our commissioned provider for this service, data will be held for no longer than 1 year after service closure

Personal data is stored and processed within the UK only

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.