Data Protection Privacy Statement - Recruiting Member Representative for Local Pension Board

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 Recruiting a Member Representative for Bedfordshire Local Pension Board Bedford Borough Council will process your personal data for the following processing purposes:

We will collect personal data to verify your identity for the purpose of your application. The personal data we may collect at the application stage includes, but not exclusively, the following:

- **your personal details including your name, address, date of birth, email address, phone numbers**
- **National Insurance No (NI No)**

The Council needs to take a note of your NI number in order to check that you are a member of the Local Government Pension Scheme, this being the eligibility criteria for the representative on the Pension Board. The Council will not use the data for unsuccessful candidates for any purpose other than the recruitment exercise for which you have applied.

It is processing this personal data by virtue of the following Lawful Basis:
Compliance with a legal obligation

Personal data provided for Recruiting Member Representative for Local Pension Board 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:

Your data will be shared with colleagues within the Council where it is necessary for them to undertake their duties with regard to selection and

interviewing for the Local Pension Board. This includes, for example, current Board members and officers responsible for screening applications and carrying out interviews. The Council will not transfer your data to countries outside the European Economic Area. We may share your data with third parties for example to obtain employment references and to obtain a criminal records check. We require third parties to respect the security of your data and to treat it in accordance with the law.

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

If your application for the position is unsuccessful, the Council will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period [or once you withdraw your consent], your data is deleted or destroyed. If your application for employment is successful, personal data gathered during the recruitment process will be used for employment purposes. The periods for which your data will be held is for the duration of the term of office. Personal data is kept in the Council's IT systems.

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 details below, including any consequences if we do not receive the information:

The reason for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to process, or continue with (as appropriate), your application.

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.