Data Protection Privacy Statement - Household Waste Recycling Centre (HWRC) Registering a vehicle for use at the HWRC

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 the process of registering a vehicle for use at the HWRC, Bedford Borough Council will process your personal data to verify eligibility for a vehicle to be used at the Household waste recycling centre.

The personal data that will be collected:

- Full name
- Residential address and postcode
- Email address
- Vehicle registration number
- Proof of address (e.g., council tax bill, utility bill, tenancy agreement)
- Proof of vehicle ownership (if required)
- A reference number provide at the point of application and application history
- IP address and device information collected automatically when using the online form
- Site-access logs (e.g. ANPR)

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

- 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.
- 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.

Personal data provided for registering a vehicle for use at the HWRC may be shared with Pentagull, a supplier who acts as a data processor on behalf of the Council, they do not use the data for their own purposes.

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

- data collected as part of registering a vehicle will be retained for 3 years after the registration period of the vehicle expires, to support service management, audit requirements, and fraud prevention.
- Verification documents (such as proof of address or proof of vehicle ownership) will be retained for 30–90 days and deleted once eligibility checks are completed.
- ANPR or site-access logs (if used) will be retained for up to 12 months, unless required longer for an active investigation.
- System audit logs will be retained in line with the Council's corporate IT retention schedule, typically 1–2 years.

Your personal data will be held by/for the Council within the UK or the EU. Where service providers store or access information from outside the UK, the Council will ensure appropriate safeguards are in place in accordance with UK GDPR.

There are no additional uses of your personal data beyond the purposes stated above. Your information will only be used to verify eligibility, issue and manage the process of registering a vehicle for use at the HWRC, and support the operation and security of Bedford Borough Council's Household Waste Recycling Centres.

The processing of your information does **not** involve automated decision-making.

The Council has appropriate technical and organisational measures in place to protect your personal data against unauthorised or unlawful processing, accidental loss, destruction or damage.

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 September 2026.