Bedford Borough Council GDPR Privacy Notice Template (BBC221200910)

Please complete this e-form to generate a first draft Privacy Statement in a form consistent across the Council. Once complete the draft generated will be sent to you by email for you to refine (this may require converting the file).

A copy will also be sent to your Chief Officer who you must liaise with to agree the final Privacy Statement to be used for the Service Area processing concerned. Once you have agreed the final version please email it: dpo@bedford.gov.uk who will in turn arrange for it to be loaded onto the Council's new website.

What you enter below should be for public consumption, so please keep the language as understandable as possible and avoid acronyms.

Service Descriptor – why are we collecting this data e.g. Responding to FOI requests*

> Community Hub

Bedford Borough Council will process the data for the following purposes of processing (please insert details below) *

> To understand and track residents' needs during the COVID-19 pandemic. The Community Hub is supporting residents who are self-isolating and have no family or friends available to support them. The Community Hub is also asking for offers of support from community volunteers.

The Lawful Basis for processing the data is*

> Consent of the data subject, Protecting the vital interests of a data subject or other person (life or death situation), Performance of a task carried out in the public interest

Please leave blank if inapplicable:

Bedford Borough Council will only share your data with the following for the reasons stated below: please enter details of the recipients or categories of recipients of the personal data, if any

> Anonymised data will be shared with government departments (e.g. MHCLG, DEFRA) upon request to comply with statutory and non-statutory duties. To support residents with their needs during the pandemic data may be shared with local organisations offering support. If data is shared locally this will by means of agreed data sharing agreement(s).

The period for which the personal data will be stored is detailed below: or if that's not possible, please detail the criteria used to determine that period *

> Data will be stored in the Council's Customer Relationship Management system as per agreed retention schedules.

Please leave blank if inapplicable:

The fact that the data controller intends to transfer personal data to a third country or international organisation and list the suitable safeguards

>

Please leave blank if inapplicable:

Please detail whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether the data subject is obliged to provide the personal data and of the possible consequences of failure to provide such data

Please leave blank if inapplicable:

Please detail the existence of automated decision-making, including profiling and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject

Please leave blank if inapplicable:

Details of any intended further processing of the personal data held for a purpose other than that for which the personal data were collected

It is likely that the data collected will be processed to comply with statutory and non-statutory requirements from government departments

Important:

Please enter the web link below if you collect personal information on either Bedford Borough Council's website or any ancillary website such as The Higgins

The webpages hosting information is: https://www.bedford.gov.uk/social-care-health-and-community/public-health/coronavirus/coronavirus-community-hub/
E-forms to ask for help and offer assistance are as follows:
https://bedford-self.achieveservice.com/service/Request_for_Help
https://bedford-self.achieveservice.com/service/Offer_to_Help

Your Chief Officer *

Mark Stephens

Completed by *

Mark Minion

Your email address *

Mark.Minion@bedford.gov.uk