

## **Data Protection Privacy Statement - Relating to newsletters and email alerts about our services**

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 newsletters and email alerts about our services that people have requested, Bedford Borough Council will process your personal data for the following processing purposes:

**Bedford Borough Council uses the information collected to issue the newsletters and alerts to those people who have subscribed to receive them. It is processing this personal data by virtue of the following Lawful Basis:**

### **Consent of the data subject**

Personal data provided for the newsletters and email alerts about our services that people have requested 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): Other council departments who will issue the newsletters. Granicus who operate the system on our behalf.

**Other council departments who will issue the newsletters. Granicus who operate the system on our behalf.**

Data will be held for the duration of the subscription but people can unsubscribe at any time and their details will be removed from the mailing list.

Your personal data will be held by/for the Council within the UK or the EU.

Bedford Borough Council uses Govdelivery to store your information in a safe and secure way and to issue your subscribed newsletter. Govdelivery is part of Granicus a company based in the United States. Granicus has signed up to the privacy shield

to ensure your data remains safe and is in line with the conditions set down in the GDPR.

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](mailto: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](mailto:dpo@bedford.gov.uk) or send to the above address.

Alternatively if you are unhappy in the way Bedford Borough Council has handled the processing of your information in any way, you have the right to contact the UK's Supervisory Authority: The Information Commissioner's Office who can be contacted:

By webform: <https://ico.org.uk/global/contact-us/email/>  
By email: [casework@ico.org.uk](mailto:casework@ico.org.uk) or,  
By telephone: 0303 123 1113

#### Changes to this Notice

We keep this Privacy Notice under regular review and we will place any updates on its Internet site. This Notice was last updated in Jan 2019.