



# BEDFORD BOROUGH COUNCIL

## **Data Protection Privacy Statement – Childcare Request Form**

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 Childcare Request Form Bedford Borough Council will process your personal data for the following processing purposes:

To help find childcare, children's activities, sport and leisure services, family support groups or services for children with a disability.

It is processing this personal data by virtue of the following Lawful Basis:

Consent of the data subject

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

Any personal data collected will be retained securely for as long as necessary and only used for legitimate Council activities.

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 data is supplied to enable a search for suitable providers and services within a defined area.

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