

Privacy Notice – Bristol School Streets Access Permit

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), which means it determines what your personal data is used for and why it is collected.

The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our service. We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website.

Our main address is School Streets Team, PO BOX 3399, 100 Temple Street, Bristol, BS1 9NE and you can contact us by email at schoolstreets@bristol.gov.uk or by phone on 0117 357 6228.

What data we need to collect and use?

Bristol City Council will require you to complete an application form or to submit the required documentation before School Street permits are issued. The data required includes:

- Your name, address and contact details (email address and telephone number)
- Your vehicle registration number
- Documentation received as evidence as part of an application for permits

How do we use your personal information?

We use this information for one or more of the following reasons:

- contact you about your School Streets permit application by post, telephone or email
- determine if you are eligible for the School Street permit. This may depend on your place of residence or carer status.
- prevent fraud
- provide statistical analysis and evaluation of the School Street Scheme

Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where we have a valid legal basis to share data. We will only share the minimum information for each circumstance. We may share some of your personal information with one or more of the following:

- The DVLA, who have access to your data if held on the Penalty Charge Notice (PCN) system
- The Cabinet Office as part of the National Fraud Initiative (NFI) data matching exercises
- School Staff who have been trained to manage and monitor access to the school Street zone and perform permit checks



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- Other services in order to recover outstanding debts including the Traffic Enforcement Centre (TEC) and Traffic Penalty Tribunal (TPT)

Will my personal data be sent outside the UK?

No personal information is routinely sent or held outside the UK. Should the transfer of personal information outside the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the data.

What is the legal basis for our use of your personal information?

The information below shows the legal bases we are relying on to use your personal or special category (sensitive) personal information.

You can see a list of the full legal bases we may rely on by looking at our main privacy notice.

Personal information

Our legal bases for using your personal information are to exercise our tasks in the public interest.

Personal data is processed under the following lawful bases:

- Article 6(b) - for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Article 6(c) - for compliance with a legal obligation to which the controller is subject (the Network Management Duty under section 16 of the Traffic Management Act 2004).
- Article 6(e) - for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

How long we will keep your personal information?

We will hold this information for as long as it is needed, or if we are required to do so by law. In practice this means that your personal information may be retained for the relevant period listed below:

- For the duration of the current School Street permit system
- Until you cancel your permit or ask us to remove your personal information from our records

After this, your personal information will be deleted.



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Your rights as a data subject

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.

Full details about your rights can be found in our [main privacy notice](#). If you are unable to access our digital Privacy Notice, please [contact Citizens Services](#) whom will be able to send a hard copy.

To update or correct your information if it is inaccurate please [contact Citizens Services](#).

To access a copy of your personal information, more details and how to make a request can be found on the [data protection subject access requests page on the council website](#).

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at data.protection@bristol.gov.uk or by writing to our data protection officer at:

Data Protection Officer
Information Governance
Bristol City Council
City Hall
College Green
Bristol
BS1 5TR

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: <https://ico.org.uk/>

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