

# Privacy Notice for Short Break Health Service

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected. The purpose of this privacy notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller is Ann James – [ann.james@bristol.gov.uk](mailto:ann.james@bristol.gov.uk)

## What data we need to collect:

To provide this service, we collect information when you book and/or attend our training events. The data we collect can be described as:

- Identifying information – name, contact email address and telephone number, job role, place of work, and future training and development needs.
- Additional information such as your age, ethnicity, health, gender.

We are collecting this information to comply with our duties under the Equalities Act 2010.

## Why we need to collect your data and how it will be used:

- To contact you with further details about the training you have booked. For example, if the venue of your course changes or is cancelled, or if there are handouts following the training.
- To monitor who is attending the training, and check whether we are reaching different groups across the city.
- To monitor our overall success so we can make informed decisions about changes to the training we offer or how we market it.
- To report our activity and to obtain future funding to continue providing training.
- To contact you to make you aware of new SBHS training or other training opportunities we think may be of interest to you. You have to opt in to receive this information. You can withdraw your consent for us to process your information for this purpose at any time by emailing [inclusiveplayproject@bristol.gov.uk](mailto:inclusiveplayproject@bristol.gov.uk)

## How long we will keep your data for:

The period of time that we will hold this data for will depend on Bristol City Council's data retention schedule: [BCC Document Retention Schedule](#)

After this, your information will be deleted or archived. All data will be securely destroyed once it is no longer required.

## Who we share your data with and why:

Your name, job role and place of work will be shared with the course tutor to enable them to tailor their training to suit the audience and monitor attendance at the session(s)

Monitoring data will be shared with Bristol City Council Short Break Commissioners and Bristol's Clinical Commissioning Group to report against Service Agreement outcomes and obtain on-going funding for training.

## **Your rights as a data subject:**

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) if you think we have not dealt with your information in a proper manner.

You can ask to see what information we hold about you and have access to it. You can do this by contacting:

Senior Data Protection Officer  
Bristol City Council  
ICT Commissioning and Information Governance  
P O Box 3176  
BRISTOL  
BS3 9FS  
[Data.protection@bristol.gov.uk](mailto:Data.protection@bristol.gov.uk)

Other questions about the data being processed may also be sent to the above address.

## **Fraud Prevention and Detection:**

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit [www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection](http://www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection).