

Privacy Notice

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 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 are Senior Data Protection Officer, Bristol City Council, ICT Commissioning and Information Governance, PO Box 3176, Bristol, BS3 9FS.

What data we need to collect and the legal basis for processing it:

To deliver this service, we will process name, address, gender, date of birth, telephone number, NHS / trust number, DBS certificate numbers and NRPSI registration numbers. Failure to allow this operation to process this data will result in BCC T&I team being unable to fulfil the contract.

How long we will keep your data for:

We will hold this information for a period of 7 years. Held locally for 3 years and archived for 4 years.

Why we need to collect your data:

We will use this information for the purposes of translation and interpretation assignments.

Who we share your data with and why:

This data will be disclosed to the Translator or Interpreter. So they can fulfil the assignment.

Where we have obtained your data from a third party:

We obtained this data from the service provider or customer. The data we have obtained was personal data.

Yours rights as a data subject:

You have the right to request 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 as well as the right to have your data transferred to another data controller.

You have the right to object to the processing of your information and to have any inaccurate information corrected. You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have dealt with your information in an inappropriate 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

Any further questions regarding the data being processed may also be sent to the above address or to the data