

Privacy Notice - Bristol Libraries Volunteering

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 policy 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:

bristol.library.service@bristol.gov.uk

Bristol Libraries, Central Library, College Green, BRISTOL, BS1 5TL

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

To provide this service, we will process **name, date of birth, contact details**. We are collecting this data *because this data is necessary to carry out the agreement you have entered into ie volunteering with Bristol Libraries*. If you don't allow us to use your data this will mean that **we cannot contact you to let you know about volunteering opportunities**.

How long we will keep your data for:

We will hold this information for up to three years. After this, your information will be deleted or archived.

Who we share your data with and why:

This data will be processed using **Survey Monkey**. The data is held in the USA. Here is a link to information from Survey Monkey on how they safeguard your data: <https://www.surveymonkey.co.uk/mp/policy/privacy-policy/>

Yours 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 have the right 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 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:

data.protection@bristol.gov.uk

Senior Data Protection Officer, Bristol City Council, ICT Commissioning and Information Governance, P O Box 3176, BRISTOL, BS3 9FS

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 <https://www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection>