

# Privacy Notice

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Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and in accordance with EU General Data Protection Regulations 2016/679 and other relevant regulations. The purpose of this privacy policy is to tell you about what information the Civil Protection Unit (CPU) collect about you, how they use that information and who they share it with.

The contact details for the data controller in relation to the Community Places of Safety (PoS) scheme data is Nigel Parsons, Senior Civil Protection Officer, Civil Protection Unit (100TS), Bristol City Council, PO Box 3176, Bristol, BS3 9FS, [nigel.parsons@bristol.gov.uk](mailto:nigel.parsons@bristol.gov.uk)

To maintain a record of venues within the PoS scheme and details of the individuals nominated by each venue as keyholders, with your consent, the CPU will process the venue name and address, your name, address (if provided for correspondents), email and the personal contact information of each keyholder.

The CPU will hold this information in a Microsoft Excel spreadsheet as long as you are on their list of PoS venues. The CPU will delete all personal contact information when they are informed you are no longer participating in the scheme, or when keyholder information changes.

The PoS keyholder information is shared with the 24/7 Bristol Operations Centre (within the Council) If your venue is needed, the Ops Centre staff, with try and contact keyholders in the order provided (keyholder 1, keyholder 2, etc.). The CPU may contact you to share information on, or invite you to an event, held by somebody else on their behalf.

You will be contacted once a year to check the information held is correct and that the venue is still available and able to participate in the PoS scheme. You are freely able to withdraw from this scheme, and have your record deleted at any time.

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 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](http://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](mailto: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 controller. Please quote the "Places of Safety Scheme (CPU)" on any information requests.