

Privacy Notice

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 Emergency Contacts Directory and Volunteer 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

To maintain a record of individuals with a role in an emergency, have entries in the Emergency Contacts Directory or who have volunteered to be contactable, the CPU will process your name, job title, work and personal contact information*, details of any relevant training or participation in any exercises. In some circumstances we may ask for your home address*.

* Any personal contact and home address details are only included and processed with your consent. You can ask for any personal contact or home address details to be removed at any time. Please note directories in circulation are only updated 6 monthly.

The CPU will hold this information in a Microsoft Access database as long as you have an entry in the directory, an emergency role or are on our list of volunteers. The CPU will archive your information and will delete all personal contact information when they are informed you no longer work for the council, no longer need an entry in the Emergency Contacts Directory or are no longer volunteering. Archived records are kept for 5 years for training and exercise statistics.

The CPU link the database to word files using mail merge to produce the Emergency Contacts Directory and to generate 6 monthly review emails. Names and contact details from the database are uploaded into the online Everbridge Mass Notification system. This system is used for sending SMS and voice alert messages during an emergency.

The Emergency Contacts Directory has a limited distribution and is circulated to all first, second and third tier managers, some fourth tier managers and a few other officers with specific emergency response roles. A full distribution list is available on request.

Details of any responding volunteer may be supplied on deployment to managers dealing with the incident.

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 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 controller. Please quote CPU DatabasePro.