

Privacy Notice – Pre application enquiry 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 are
Bristol City Council, Development Management, City Hall, PO Box 3399, Bristol BS1 9NE
development.management@bristol.gov.uk

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

To deliver our service we will collect your name, address, email address, and telephone number. We collect these details when you fill in an advice request form on our website.

We collect this data to enable us to carry out the service that you have requested.

If you don't allow us to use your data this will mean that we will be unable to respond to your request.

How long we will keep your data for:

We will hold any plans and documents submitted with your enquiry for a period of 5 years following the date of the response.

At this time your email address and telephone number will be removed from our database.

The pre-application enquiry form and our response will be retained always.

Why we need to collect your data:

The data you have provided will be stored on a database and used to get in touch with you during the processing of your enquiry, and to provide you with a response.

Who we share your data with and why:

The information you have provided may be shared with other Bristol City Council departments, who may be consulted when considering your proposal, for example, Transport Development Management and our City Design Team.

There are circumstances where it may be necessary for us to share your data with other relevant external consultees, for example Historic England, or the Avon Fire & Rescue Service.

To involve the local community in pre-application discussions as proposals are being developed, we will let the Bristol Neighbourhood Planning Network, and elected Members know that a pre-application enquiry has been received.

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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 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 3399
BRISTOL
BS1 9NE
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.

Date: May 2020