

Privacy Notice

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) and Law Enforcement Directive, 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.

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

Regulatory Services comprises a range of statutory functions, including but not limited to: Food Authority (including hygiene & standards), Feed Authority, Petroleum Licensing Authority, Weight & Measures Authority (including all attributable functions), Licensing Authority (including taxi licensing), Bristol Port Health Authority, Pollution Control Authority (including Contaminated Land and Environmental Permitting Authority), Infectious Disease Control, Safety at Sports Grounds Authority, & Health and Safety enforcement Authority for designated workplaces.

To provide this service, we will process a range of data including where applicable and needed, name, date of birth, email addresses, contact telephone numbers, physical addresses and business details including legal entities and trading locations and health data if required.

We are collecting this data pursuant to legal obligations arising from statutory function or performance of a task carried out in the public interest.

If you don't allow us to use your data this will mean that your complaint cannot be pursued, your licence or consent application, registration or permit cannot be processed, we cannot investigate the matter further, your accident may not be investigated, your infectious disease report may not be pursued, this list is not exhaustive.

How long we will keep your data for:

We will normally hold this information for 6 years. Certain information may be kept longer or indefinitely; examples include, licensed vehicle information will be kept for the duration of the vehicles life or whilst it remains licensed. Petroleum Licensing or contaminated land information will be retained indefinitely due to ongoing relevance. Information relating to asbestos exposure will also be held indefinitely.

After this, your information will be deleted or archived.

Why we need to collect your data:

We will use this information to exercise all statutory functional areas.

Who we share your data with and why:

Bristol City Council jointly hosts the National Trading Standards Estate & Letting Agency Team with Powys County Council. This reflects their appointment as lead enforcement authority (LEA) under the Tenants Fees Act 2019 and Estate Agents Act 1979 respectively. The LEA's work as a single team

with shared resources and data collected relating to the Estate Agency & Lettings sector will be shared between the two local authorities.

Bristol City Council jointly funds along with South Gloucestershire Council a Police Officer employed by Avon & Somerset Police to assist with regulating the taxi and private hire industry including licensed vehicles, drivers and operators as well as unlicensed activity. Data will be shared to facilitate this capability which contributes towards maintaining public safety.

In respect of taxi drivers (either Hackney Carriage or Private Hire) who have had their licence revoked or suspended, details will be shared with the National Anti-Fraud Network who host a national database of all revocations and suspensions. The purpose of this is public safety, enabling local authorities when receiving applications to verify if the applicant has been subject to sanction elsewhere.

Bristol City Council operates a number of Primary Authority agreements under the provisions of the Regulatory Enforcement & Sanctions Act 2008. Data provided by users may be shared with businesses to whom we act as Primary Authority. This is to assist with securing regulatory compliance.

Where we have used automated processing:

Licensed vehicle proprietors, hackney carriage and private drivers are able to renew their licenses on-line, making a series of declarations and providing some personal data. This data will be processed automatically and will be used to make legally significant decisions based on the information supplied. These decisions are reached by declarations and information provided. These are legally significant as false or misleading declarations could mean applicants committing criminal offences and licences being issued incorrectly.

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 3176
BRISTOL
BS3 9FS
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.