

Privacy Notice Heads of Terms (New Lease)

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 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 P.O Box 3399, Bristol, BS1 9NE.

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

To enable the Property Department to consider your lease application, your name, email address, telephone number, the names of your referees and guarantor are collected.

Your details are required in order to take those steps at your request prior to entering into a contract and, should a contract be awarded, for the performance of this contract to which you are party.

Please advise your referees and guarantor of this privacy statement.

How long we will keep your data for:

Your data will be retained for Audit purposes.

Why we need to collect your data:

Your data is collected so that Bristol City Council, as Landlords, can make contact with you should we need to make enquiries.

We will use information in conjunction with the occupation of the premises that is leased from Bristol City Council.

Who we share your data with and why:

In relation to the management of an agreement we may make tenant information available to external parties e.g., Legal Services, Maintenance Contractors and Surveyors who shall comply with written instructions from the Council with respect to processing information which are set out in the contracts we have with them.

Yours rights as a data subject:

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 may be able to object to processing as well as the right to have your data transferred to another data controller.

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.

Further guidance on your data can be found here:- <https://www.bristol.gov.uk/about-our-website/privacy>

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>

You can ask to see what information we hold about you and have access to it. You can do this, by contacting:

Statutory Data Protection Officer
Information Governance Service
Bristol City Council
P O Box 3399
BRISTOL
BS1 9NE
Data.protection@bristol.gov.uk

Any further questions regarding the data being processed may also be sent to the above address.