

Public Health Staff Personal Information

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other relevant regulations. The purpose of this privacy policy 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 Rachel Metcalfe; on behalf of Bristol City Council, City Hall, Bristol, BS1 5TR

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

To deliver this service, we will process Name, Address, Telephone Number, Personal Email and Next of Kin contact details. We are collecting this data because the processing is necessary for the performance of a contract with the data subject, or to take steps to enter into a contract) requires it.

Failure to allow this operation to process this data will result in staff not being notified of any changes to work patterns due to unexpected circumstances.

How long we will keep your data for:

We will hold this information as long as staff member is employed.

Why we need to collect your data:

We will use this information for contacting staff members or their next of kin if needed.

Who we share your data with and why:

This data will be disclosed to members of Public Health Department Management Team so that staff can be contacted in the event of their lead being off when necessary contact is needed to be made.

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.

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.