

Reference Letter

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 PO Box 3399, Bristol BS1 9NE.

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

Your name, address and telephone number has been provided and a reference has been requested in order for the Council to take those steps necessary to consider entering into a contract with another party.

How long we will keep your data for:

Your record will be retained for Audit purposes.

Why we need to collect your data:

Your details have been supplied by a prospective tenant who wishes to lease a property from Bristol City Council.

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.