

## Bristol City Council Temple Quarter project

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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 policy is to tell you about what information we collect about you when you use the Council's Economic Development Service, how we use that information and who we may share it with.

The contact details of the data controller are: Temple Quarter team, Bristol City Council, City Hall, PO Box 3176, Bristol BS3 9FS. You can also email [btqez@bristol.gov.uk](mailto:btqez@bristol.gov.uk).

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

To provide this service, we will process the following data: name, company name, job title, email address, phone number, social media handle, IP address, and signature. We are collecting this data on at least one of the following grounds under the General Data Protection Regulations (GDPR), Lawfulness of Processing Conditions Article 6(1):

- 6(1)(a) – Consent of the data subject. This specifically refers to our monthly newsletter, more information about which can be found on [the Temple Quarter website](#).
- 6(1)(b) – The processing is necessary for the performance of a contract with the data subject, or to take steps to enter into a contract.
- 6(1)(c) – Processing is necessary for compliance with a legal obligation.
- 6(1)(e) - Processing is necessary for the performance of a task carried out in the public interest, or in the exercise of official authority vested in the controller.

### **How long we will keep your data for:**

The period of time that we will hold this data for will depend solely on its relevance to our responsibilities related to the Temple Quarter project, namely delivering and communicating about the regeneration of the area in the immediate vicinity of Temple Meads station. The data we hold will be regularly reviewed and, when it is no longer needed, it will be deleted or archived in line with the GDPR.

In particular, our monthly newsletter list and stakeholder lists will be reviewed every three years. Personal data necessary for performing contracts will only be retained for the period of time necessary for those contracts, and will not be used for any other purposes. IP address data will be retained for 38 months. Where we hold your data for communicating with you about specific projects, it will only be retained for the durations of those projects.

### **Why we need to collect your data:**

We will use this information for the purposes of communicating with citizens and stakeholders about the regeneration of the Temple Quarter area; consulting on and engaging people with different aspects of the project; communicating important operational updates; performing and entering into contracts with suppliers; managing complaints and enquiries.

**Who we share your data with and why:**

This data will be shared where appropriate with other Bristol City Council departments and officers, and parties with whom we enter into contracts with so that we can effectively carry out our core function of regenerating the Temple Quarter area and communicating effectively and openly about our activities.

**If we have your consent to use your data:**

You can withdraw your consent for us to process your information at any time; please contact us if you wish to do so.

**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](http://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  
E: [data.protection@bristol.gov.uk](mailto: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](http://www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection)