

Conference Office

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 Bristol City Council P.O Box 3176. Bristol. BS3 9FS

More information regarding Privacy Notices can be found here:-

<https://www.bristol.gov.uk/about-our-website/privacy>

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

Your data is required for the performance of a contract to which you are party, or in order to take steps at your request prior to entering into the contract. To deliver this Conference Service Bristol City Council will process your name, address, telephone numbers, and email address.

How long we will keep your data for:

Your records will be retained for five years.

Why we need to collect your data:

Bristol City Council will use your information to organise your event, send you a copy of your contract and contact you with an invoice for payment.

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.