



Privacy Notice Bristol City Council

Privacy Notice: Economic Development Service

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), which means it determines what your personal data is used for and why it is collected.

The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our service. The information here should be read in conjunction with the Council's corporate privacy notice: [Privacy \(bristol.gov.uk\)](https://www.bristol.gov.uk/privacy). We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website.

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on [Bristol City Website](https://www.bristol.gov.uk).

What council services are covered by this privacy notice?

Business Improvement Districts/Business Rates

The Economic Development Team plays a key coordinating role in the development of Business Improvement Districts (BIDs) in Bristol, necessitating the holding of data (itself drawn from BCC Business Rates data) to conduct formal ballots of businesses which fall into specific geographical areas that may or may not become BIDs, depending on the outcome of a ballot.

Business Newsletter

The information provided enables the Council to inform local businesses of information that can support and aid their business, e.g., business rate relief, business grants.

Invest Bristol and Bath (IBB)

To assist with locating business in Bristol; assist with sourcing commercial property. Information is held with Joint Controller [Invest Bristol & Bath - Home \(bristolandbath.co.uk\)](https://www.bristolandbath.co.uk)

Bristol Business and Enterprise Support (BrisBES)

The programme involves the provision of enterprise coaching, advice and support and grant schemes which promote both private and social enterprise models and work in partnership with intermediary / community-based organisations to target socio-economically disadvantaged communities across the target wards in Bristol.



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Information is held with Joint Controller [The West of England Combined Authority - Home \(westofengland-ca.gov.uk\)](http://www.westofengland-ca.gov.uk)

Bristol Nights

Bristol Nights is a partnership project from Bristol City Council. Its purpose is to support the Bristol city at night including businesses that are open and people working from 6pm-6am.

High Streets

Provide support and business advice to High Street and City Centre businesses in the city of Bristol.

Market Traders, Operators and Service Users

Provides support to Bristol Market traders.

Living Wage City

The service engages with employers across Bristol to encourage and support them to gain Living Wage Accreditation.

How will this service use your personal data?

Business Improvement Districts/Business Rates

- Data provided by the business is provided for the sole purpose of developing Business Improvement Districts (BIDs).
- Our legitimate interest is legal gateway in line with the Business Improvement Districts (England) Regulations 2004.

Business Newsletter

- Data provided by the business is only used to send subscribers business news emails. The data is not shared anywhere else and businesses are able to unsubscribe from emails using the unsubscribe link at the bottom of the email.
- Our legitimate interests are to provide regular business emails which include comprehensive business news, updates, and information.

Invest Bristol and Bath (IBB)

- The information provided enables the Council to inform regional, national and international businesses of information that can support the businesses in locating to the Bristol area.



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- Businesses provide contact details as they have expressed an interest in investing in the region.
- The Invest in Bristol and Bath initiative was set up specifically to attract businesses to the region. Please see website: [Invest Bristol & Bath - Home \(bristolandbath.co.uk\)](http://bristolandbath.co.uk)
- Businesses have willingly provided their details to the Invest in Bristol and Bath team initiative.
- Businesses can approach individual local authorities or business networking groups if they wish, but registering with this initiative provides easy access to the relevant contacts.

In the following circumstances you are required by law or contract to provide personal information.

Our legitimate interests

- To assist with locating business in Bristol; assist with sourcing commercial property.
- Investment in city could provide benefit to wider community for example job vacancies and wider investment in Bristol.
- Important for further development of city, investment in local economy and to retain skilled workers within the city.
- No specified impact will occur if business does not locate to city.
- Data would not be used in an unethical or harmful way.

Bristol Business and Enterprise Support (BrisBES)

- The data will enable the correct provision of enterprise coaching, advice and support and grant schemes which promote both private and social enterprise models and work in partnership with intermediary / community-based organisations to target socio-economically disadvantaged communities across the target wards in Bristol.

Bristol Nights

Bristol City Council will use your personal information to process your eligibility for the provision of services, training and support from the Bristol Nights function and service partners to:

- Help businesses operating between 6pm-6am in the city of Bristol to access business support and training to enable them to operate safely, securely and efficiently during those hours.



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- Help individuals working in the city of Bristol between 6pm-6am to access training, support and guidance to work safely and understand their rights.
- Help individuals visiting the city of Bristol during 6pm-6am to provide them with guidance of where to go and what is available and doing so safely.

High Streets

- Personal data is collected and processed to help pre-start, start-up, sole traders and SMEs (including VCSE) whose business is based within a designated high street or within the city centre (or for pre-starts who will be based in one of these areas) start, grow or sustain their business.
- The information is also used to identify other types of support that maybe relevant to the business and inform the business about the support that they may be able to access.
- Data is only used for the purpose of the programme and onward referral to appropriate support providers such as the Combined Authority, local authorities or other local support providers

Market Traders, Operators and Service Users

- Bristol City Council will use your information to process your eligibility for a Markets license or use of service.
- Lawful basis is contract as this applies when a Markets License has been put in place.

Living Wage City

The service engages with employers across Bristol to encourage and support them to gain Living Wage Accreditation.

What data we need to collect and use?

To provide these services, we will collect and use some or all of the personal information below:

Business Improvement Districts/Business Rates

- Business name
- Name
- Address

Business Newsletter

- Email address
- Business Name
- First name



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- Surname

Invest Bristol and Bath (IBB)

- Email address
- Business Name
- Name
- Any ID Number (Passport/NI/Internal e.g. LAS No etc)

Bristol Business and Enterprise Support (BrisBES)

- Email address
- Telephone number
- Address including postcode.
- Business Name
- Name
- First name
- Surname
- Job Title
- Business Size
- Business Sector
- CRN Number
- Self-assessment URN
- Employment and career History

Bristol Nights

- Name
- Telephone number
- Address including postcode
- Email address
- Employment and career history.

High Streets

- Name
- Telephone number
- Address including postcode
- Email Address
- Business Name
- Information relating to the financial affairs of the individual:



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- Where a business/organisation has secured a grant via our programme we would also collect bank details (only at the point of grant award)
- Business Size
- Business Sector
- Number of employees
- Business established date

Market Traders, Operators and Service Users

- Name
- Date of birth
 - Required to check right to work in UK checks for application as part of stall holder application process.
- Address including postcode
- Phone number
- Email address
- CRN Number
- Self-assessment URN

Living Wage City

- Name
- Job Title
- Email address
- Employment and skills history.

We get most of this information from you and from what we learn about you through your use of our services, but we may also get some information about you from **company registers and other public records, commissioned partners other local authorities.**

Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where we have a valid legal basis to share data. We will only share the minimum information for each circumstance. We may share some of your personal information with one or more of the

Business Improvement Districts/Business Rates

- [Civica Election Services | Election & Ballot Management | Civica](#)
- Other Local authorities: West of England Combine Authority, Bath and North East Somerset County Council, South Gloucestershire County Council.



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Business Newsletter

- Information shared with [Email Blaster - UK Based Email Marketing Software & Tools \(emailblasteruk.com\)](https://www.emailblasteruk.com) who despatch newsletters on the Councils behalf.

Invest Bristol and Bath (IBB)

- [Invest Bristol & Bath - Home \(bristolandbath.co.uk\)](https://www.bristolandbath.co.uk)
- AgileBase – West of England Combined Authority CRM system

Bristol Business and Enterprise Support (BrisBES)

- [Growth Hub - Growth Hub \(westofengland-ca.gov.uk\)](https://www.westofengland-ca.gov.uk)
- YTKO [Bristol Business & Enterprise Support - West of England \(ytko.com\)](https://www.ytko.com)

Bristol Nights

- Keeping Bristol Safe Partnership [Welcome to the Keeping Bristol Safe Partnership website.](https://www.keepingbristol.org)
- Information shared with [Email Blaster - UK Based Email Marketing Software & Tools \(emailblasteruk.com\)](https://www.emailblasteruk.com) who despatch newsletters on the Councils behalf.
- Eventbrite www.eventbrite.co.uk events
- Thinkific [Create & Sell Courses, Memberships, Digital Products, and Community Access: Thinkific](https://www.thinkific.com) online training courses
- [Typeform](https://www.typeform.com) business surveys.

High Streets

- Other Bristol City Council departments
- Other Local Authorities

Market Traders, Operators and Service Users

- Information shared with [Email Blaster - UK Based Email Marketing Software & Tools \(emailblasteruk.com\)](https://www.emailblasteruk.com) who despatch newsletters on the Councils behalf.

Living Wage City

- Eventbrite www.eventbrite.co.uk events

We may also use data processors to support our activities, for example by providing systems we need or delivering services on our behalf. These processors are:

Database programmes to store personal data such as:

- **SharePoint** Bristol City Council system.



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- **Banksearch Information Consultancy Ltd** - CRM System
- **AgileBase** – West of England Combined Authority CRM system

Will my personal data be sent outside the UK?

No personal information is routinely sent or held outside the UK. Should the transfer of personal information outside the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the data.

What is the legal basis for our use of your personal information?

The information below shows the legal bases we are relying on to use your personal or special category (sensitive) personal information.

You can see a list of the full legal bases we may rely on by looking at our [main privacy notice](#).

Personal information

Our legal bases for using your personal information are to exercise our tasks:

In the public interest.

We are collecting this data under:

Business Improvement Districts/Business Rates

- Local Government Act 2003, Business Improvement Districts (England) Regulations 2004.
- The legal gateway for this processing activity is The Local Government (Promotion of Economic Development) Regulations 1990 (legislation.gov.uk).

Our additional legal basis for using your information is:

Legitimate interest in order to:

Bristol Business and Enterprise Support (BrisBES)

- Help prestart up, start up, sole trader, micro, small and medium (SME) businesses including social enterprises based in target wards within Bristol to establish and prepare for growth.



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Business Newsletter

- To provide regular business emails which include comprehensive business news, updates, and information.

Bristol Nights

- Help Businesses operating between 6pm-6am in the city of Bristol to access business support and training to enable them to operate safely, securely and efficiently during those hours.
- Help individuals working in the city of Bristol between 6pm-6am to access training, support and guidance to work safely and understand their rights.
- Help individuals visiting the city of Bristol during 6pm-6am to provide them with guidance of where to go and what is available and doing so safely.

Legitimate interest and Contract in order to:

Market Traders, Operators and Service Users

- Bristol City Council will use your information to process your eligibility for a Markets license or use of service.
- Put in place contract/license for use of Market License or use of service.

Consent in order to:

Living Wage City

- The service engages with employers across Bristol to encourage and support them to gain Living Wage Accreditation.

How long we will keep your personal information?

We will hold this information for as long as it is needed, or if we are required to do so by law. In practice this means that your personal information may be retained for the relevant period listed below:

- **Business Improvement Districts/Business Rates:** Will be held for 6 years.
- **Business Newsletter:** Will be held for 1 year or as long as the business is subscribed.
- **Invest Bristol and Bath (IBB):** Will be held for 6 years.



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- **Bristol Business and Enterprise Support (BrisBES):** Will be held for 10 years or as long as the business is trading.
- **Bristol Nights:** Will be held for 6 years or as long as the business is trading.
- **High Streets:** Will be held for 6 years or as long as the business is trading.
- **Market Traders, Operators and Service Users:** Will be held for 6 years or as long as the business is trading.
- **Living Wage City:** Will be held for 6 years or as long as the business is trading.

After this, your personal information will be:

Deleted for:

- **Business Newsletter**
- **Bristol Nights**
- **Living Wage City**

Archived for:

- **Business Improvement Districts/Business Rates**
- **Invest Bristol and Bath (IBB)**
- **Bristol Business and Enterprise Support (BrisBES)**
- **High Streets**
- **Market Traders, Operators and Service Users**

Your rights as a data subject

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.

Full details about your rights can be found in our [main privacy notice](#). If you are unable to access our digital Privacy Notice, please [contact Citizens Services](#) whom will be able to send a hard copy.

To update or correct your information if it is inaccurate, please [contact Citizens Services](#).

To access a copy of your personal information, more details and how to make a request can be found on the [data protection subject access requests page on the council website](#).

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at data.protection@bristol.gov.uk or by writing to our data protection officer at:

Data Protection Officer



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Information Governance
Bristol City Council
City Hall
PO Box 3399
Bristol
BS1 9NE

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Website: <https://ico.org.uk/>

Next annual review date: March 2027

Version number for this privacy notice: 3