



# 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.



# Privacy Notice Bristol City Council

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

## 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).

### 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.
- 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://www.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.



# Privacy Notice Bristol City Council

- 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.

## **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
- Surname

### **Invest Bristol and Bath (IBB)**

- Email address
- Business Name
- Name

### **Bristol Business and Enterprise Support (BrisBES)**

- Email address



# Privacy Notice Bristol City Council

- Telephone number
- Address including postcode.
- Business Name
- Name
- First name
- Surname
- Job Title
- Business Size
- Business Sector
- CRN Number
- Self-assessment URN

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](#)

### Business Newsletter

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

### Invest Bristol and Bath (IBB)

- [Invest Bristol & Bath - Home \(bristolandbath.co.uk\)](#)

### Bristol Business and Enterprise Support (BrisBES)

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

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:



# Privacy Notice Bristol City Council

Database programmes to store personal data such as:

- **SharePoint** Bristol City Council 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:

- **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:

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



# Privacy Notice Bristol City Council

## 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.
- **Bristol Business and Enterprise Support (BrisBES):** Will be held for 10 years or as long as the business is trading.

After this, your personal information will be:

Deleted for:

- **Business Newsletter**

Archived for:

- **Business Improvement Districts/Business Rates**
- **Invest Bristol and Bath (IBB)**
- **Bristol Business and Enterprise Support (BrisBES)**

## 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](mailto:data.protection@bristol.gov.uk) or by writing to our data protection officer at:

Data Protection Officer



# Privacy Notice Bristol City Council

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: 01/05/2025

Version number for this privacy notice: 1