

## Privacy Notice Expression of Interest (Lease)

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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 P.O Box 3399, Bristol, BS1 9NE.

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

To enable the Property Department to consider your expression of interest for a lease, your name, address, email address and telephone number are collected.

Your details are required to take those steps at your request prior to entering into a contract and, should a contract be awarded, for the performance of this contract to which you are party.

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

Your records will be retained for Audit purposes.

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

Your data is collected so that Bristol City Council can review all expressions of interest to consider a new tenant for the property.

### **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](http://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](mailto:Data.protection@bristol.gov.uk)

Any further questions regarding the data being processed may also be sent to the above address.