

Regulatory Services

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. 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](#).

What council services are covered by this privacy notice?

Regulatory Services comprises a range of statutory functions, including but not limited to:

- **Food Authority (including hygiene & standards)**, This function includes regulating hygiene standards in premises and food standards including where appropriate compositional standards and labelling.
- **Feed Authority**. This function relates to the enforcement of compositional standards including labelling relating to animal feed from point of importation to retail sale.
- **Petroleum Certification Authority** relates to the enforcement of safety standards at premises dealing with petroleum.
- **Weight & Measures Authority** (including all Trading Standards Service attributable functions), The Trading Standards Service enforces a broad range of consumer protection legislation including weights and measures, safety, and fair-trading legislation. It also incorporates the Animal Health & Dog Warden Service.
- **Licensing Authority** (including taxi licensing), The Licensing Authority includes responsibility for licensing requirements & enforcement under Licensing Act, Gambling Act, taxi licensing, street trading activity, scrap metal, charity collections and sex establishments.
- **Bristol Port Health Authority** relates to the enforcement of imported food and other goods requirements, infectious disease control and other Port Health requirements.
- **Pollution Control Authority** (including Contaminated Land and Environmental Permitting Authority) relates to the enforcement of a range of Environmental legislation at premises and land.
- **Infectious Disease Control** relates to the investigation and control of infectious diseases and enforcement of Public Health legislation.

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- **Safety at Sports Grounds Authority** relates to the enforcement of Safety Standards at regulated sports grounds.
- **Health and Safety enforcement Authority** for designated workplaces
- **Neighbourhood Enforcement** which relates to:
 - Waste enforcement, such as Fly-tipping and Duty of Care, Commercial waste, Visual dis-amenity of private buildings/untidy land, waste in gardens, Abandoned Vehicles, Nuisance parking, Littering/Flyposting/Dog fouling.
 - Noise complaints, such as on Council domestic / Private domestic, Commercial/ Industrial/Entertainment, Vehicle / Domestic/ Commercial alarms, Busking, Construction site (S.60/61 COPA - enforcement and agreements), Loudspeaker consents, Smoke/Odour/Dust Nuisance, Bonfires, Commercial fumes and odours, Construction site dust etc., Clean Air Zone, Animal nuisance, Pests/noise/bird feeding, Light nuisance
 - Enforcement Concession, which relates to Fly-tipping and Duty of Care, Commercial waste, Visual dis-amenity of private buildings/untidy land, waste in gardens, Abandoned Vehicles, Nuisance parking, Littering/Flyposting/Dog fouling.
 - Other
 - Parks Byelaws
 - Regulatory Services priorities such as Covid enforcement

Further information about the legislation we operate under can be found below.

How will this service use your personal data?

We are collecting this data pursuant to legal obligations arising from statutory function or performance of a task carried out in the public interest.

If you don't allow us to use your data, this will mean that for example:

- your complaint cannot be pursued,
- your licence or consent application cannot be processed,
- registration or permit cannot be processed,
- we cannot investigate the matter further,
- your accident may not be investigated,
- your infectious disease report may not be pursued.

What data we need to collect and use?



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

- name,
- date of birth,
- email addresses,
- gender,
- photographs,
- passport
- driving licence information,
- tax and DVLA check codes,
- contact telephone numbers,
- physical addresses
- business details including legal entities and trading locations.
- health data if required,
- criminal proceedings including outcomes and sentences and alleged offences.

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 when exercising powers associated with regulatory functions and when conducting criminal investigations.

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 following:

- Bristol City Council jointly hosts the National Trading Standards Estate & Letting Agency Team with Powys County Council. This reflects their appointment as lead enforcement authority (LEA) under the Tenants Fees Act 2019 and Estate Agents Act 1979 respectively. The LEA's work as a single team with shared resources and data collected relating to the Estate Agency & Lettings sector will be shared between the two local authorities.
- Bristol City Council shares information with Avon & Somerset Police to assist with regulating the taxi and private hire industry including licensed vehicles, drivers, and operators as well as unlicensed activity. Data will be shared to facilitate this capability which contributes towards maintaining public safety.
- In respect of taxi drivers (either Hackney Carriage or Private Hire) who have had their licence revoked or suspended, details will be shared with the National Anti-Fraud Network who host a national database of all revocations and suspensions. The purpose of this is public safety, enabling local authorities when receiving applications to verify if the applicant has been subject to sanction elsewhere.



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- Bristol City Council operates a number of Primary Authority agreements under the provisions of the Regulatory Enforcement & Sanctions Act 2008. Data provided by users may be shared with businesses to whom we act as Primary Authority. This is to assist with securing regulatory compliance.
- Bristol City Council shares information with the enforcement concession 3GS who are authorised to issue fixed penalty notices on behalf of the council.
- Bristol City Council shares information relating to tobacco control activity with Her Majesty's Revenue & Customs. This assists with the apprehension of offenders.

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 meet our legal obligations/ exercise our tasks in the public interest.

We will use this information to exercise all statutory functional areas.

The laws for which we rely on for the processing (but not limited to) under our legal obligation and public interest can be found in [Annex A](#).

Special category (sensitive) personal information/criminal offence personal information

Our additional legal bases for using your special category information are substantial public interest, preventing and detecting unlawful acts, and the undertaking of statutory functions.

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



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period listed below:

- Information relating to premises licensing and gambling licensing will be kept indefinitely.
- Information relating to taxi and private hire licensing will be kept as follows:
 - Information submitted as part of an application – for a minimum of 10 years after the date in which the application is refused and if retained reviewed every 10 years.
 - Information held in respect of a Licence – for a minimum of 10 years after the date from which the Licence ceases to be held and if retained reviewed every 10 years.
 - Information received as part of an enforcement investigation – for a minimum of 10 years from which the Licence to which it relates ceases to be held and if retained reviewed every 10 years.
 - Information will be retained for only so long as may be necessary to inform a decision to protect the public.
- For licensed driver information where there has been a revocation, suspension or refusal of a licence, we will add this information to the National Register of Taxi Licence Revocations and Refusals. Any relevant data entered onto this register which relates to existing licence holders may be considered as part of future renewal processes. Information will be retained on the register for 25 years.
- Petroleum Certification, Environmental Permitting, Contaminated land information will be retained indefinitely due to ongoing relevance this could contain landowners name and contact details.
- Information relating to asbestos exposure will also be held indefinitely., this would include personal details of persons exposed/potentially exposed.
- All other information will routinely be held for 6 years unless we are required to retain the information longer.

In relation to any court proceedings the time period is not specified. The period of time we will hold this information is dependent on **conclusion of proceedings**.

After this, your personal information will be deleted.

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



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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 Information
Governance Bristol
City Council
City Hall
College Green
Bristol
BS1 5TR

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: 01/10/2025

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Annex A

Trading Standards & Licensing Legislation Enforced List

- Consumer Rights Act 2015
- Animal Health Act 1981
- Enterprise and Regulatory Reform Act 2013
- The Energy Performance of Buildings (England and Wales) Regulations 2012
- Weights and Measures Act 1985
- Clean Neighbourhoods and Environment Act 2005
- The Antisocial Behaviour, Crime and Policing Act 2014
- Food Safety Act 1990
- The Food Safety (Sampling and Qualifications) (England) Regulations 2013
- Licensing Act 2003
- Regulations of Investigatory Powers Act 2000
- Criminal Justice Act 1988
- Firework Regulations 2004
- Explosives Regulations 2014
- Health and safety at Work Act 1974
- The Animal Feed (Composition, Marketing and Use) (England) Regulations 2015
- The Animal Feed (Hygiene, Sampling etc. and Enforcement) (England) Regulations 2015.
- Dangerous Dogs Act 1991
- Environmental Protection Act 1990
- Animal Welfare Act 2006
- Dangerous and Wild Animal Act 1972
- The Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018
- Zoo Licensing Act 1981
- Dogs Act 1871
- Licensing Act 2003
- Gambling Act 2005
- Scrap Metal Dealers Act 2013
- Local Government (Miscellaneous Provisions) Acts 1972 & 82
- Local Government (Miscellaneous Provisions) Act 1976.
- House to House Collections Act 1939
- Police, Factories etc. (Miscellaneous Provisions) Act 1916
- Charities Act 1992
- Charitable Institutions (Fund-raising Regulations) 1994



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Neighbourhood Enforcement and Street Scene

- Environmental Protection Act 1990
- Anti-Social Behaviour Act 2003 (in respect of “relevant offences” under section 1(1) Criminal Damage Act 1971, section 224(3) of the Town and Country Planning Act 1990, section 132(1) Highways Act 1980)
- Anti-Social Behaviour Crime and Policing Act 2014
- Clean Neighbourhoods & Environment Act 2005
- Dogs Act 1871,
- Dogs Act 1906,
- Road Traffic Act 1988,
- Environmental Protection Act 1990 (as amended),
- Dangerous Dogs Act 1991
- Scrap Metal Dealers Act 2013.
- Local Government (Miscellaneous Provisions) Act 1976
- Town Police clauses Act 1847.
- Local Government Miscellaneous Provisions Act 1982
- Police Factories Etc (Miscellaneous Provisions) Act 1916
- House to House Collections Act 1939
- Bristol City Council’s Parks Byelaws made under s.164 of Public Health Act 1875, s.12 & s.15 Open Spaces Act 1906
- Control of Pollution Act 1974,
- Refuse Disposal (Amenity) Act 1978
- Building Act 1984,
- Town and Country Planning Act 1990
- Criminal Justice & Public Order Act 1994
- Noise Act 1996 (as amended)
- Pollution Prevention and Control Act 1999
- Control Of Pollution Act 1974
- Environmental Permitting (England and Wales) Regulations 2010 (as amended)
- Highways Act 1980
- Psychoactive Substances Act 2016
- Clean Air Act 1993



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Public Protection Team

- Health and Safety at Work etc Act 1974
- Health Act 2006
- Licensing Act 2003
- Safety of Sport Grounds Act 1975
- Fire Safety and Safety at Places of Sport Act 1987
- Health and Safety (Offences) Act 2008
- Building Act 1984
- The Prevention of Damage by Pests Act 1949
- Public Health (Control of Disease) Act 1984
- Public Health Acts 1936 & 1961
- Sunbeds (Regulation) Act 2010
- Environmental Protection Act 1990
- Local Government (Miscellaneous Provisions) Acts 1972 & 82
- Local Government (Miscellaneous Provisions) Act 1976.
- Control of Pollution Act 1974
- Clean Air Act 1993
- Noise Act 1996
- Town and Country Planning Act 1990
- Environment Act 1995
- Environment Act 2021
- The Antisocial Behaviour, Crime and Policing Act 2014
- Pollution Prevention and Control Act 1999
- European Communities Act 1972
- The Clean Neighbourhoods and Environment Act 2005.
- Public Health (Control of Diseases) Act 1984 as amended by the Health and Social Care Act 2008
- Public Health Act 2010
- Health and Social Care Act 2008
- Local Government Act 2003
- Tattooing of Minors Act 1969
- The Food Safety Act 1990
- Food and Environment Protection Act 1985.
- The Food Safety (Sampling and Qualifications) (England) Regulations 2013
- The Public Health Ships Regulations 1979 as amended by the Public Health (ships) Regulations 2007
- The International Health Regulations 2005
- The Trade in Animals and Related Products Regulations 2011 (as amended),
- The Animal Health Act 1981.
- The Food Safety and Hygiene (England) Regulations 2013
- The Official Controls (Animals, Feed and Food, Plant Health Fees etc.) Regulations 2019,



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- The Animal By-Products (Enforcement) (England) Regulations 2013,
- Official Feed and Food Controls (England) Regulations 2009 (as amended)
- The Organic Products Regulations 2009
- European Union (Withdrawal) Act 2018