

Privacy Notice Hartcliffe Pride in Place

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](#)

Your information is being held by Bristol City Councils Communities Service and we are supporting the development of the Hartcliffe Pride in Place Programme. The Communities Service works in partnership with citizens, voluntary and community based organisations as well as other partners to build strong more resilient communities across Bristol.

What data we need to collect and use?

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

- Name
- Email address
- Phone number
- Age if applicable
- Education/employment/career history
- Race or ethnic origin if applicable
- Sexuality if applicable

How do we use your personal information?

We use this information for one or more of the following reasons:

- To collect applications for the Hartcliffe Pride in Place Neighbourhood Board. Applications will be anonymised for initial shortlisting.
- During this recruitment applicants are asked to give us their contact details so that we can contact them with the result of their application.
- Applicants are also asked to provide a written, video or audio submission so that we can assess their suitability for the role.
- During the recruitment process, applicants can choose to confirm if they self-identify for the following groups if they are happy to represent their community on the board: a young person, and older person, a member of the LGBTQIA+ community, Disabled, a member of

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the global majority community (Black, Asian, Minority and Ethnic). This is to ensure that the board is diverse and representative of the local community.

- We will also collect information so we can contact you about the programme through our newsletter or other communications which you must request to “opt-in” and to be added to the database. You can opt out of receiving communication from us at any time.

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:

- Hartcliffe Pride in Place Neighbourhood Board

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.

Special category (sensitive) personal information

Our additional legal bases for using your special category information are substantial public interest, equality of opportunity or treatment.

How long we will keep your personal information?

We will hold this information for up to five years, 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:

- Where applicant are not successful in applying for a position, we will delete their data.
- If applicants are successful, we will keep their data for the duration of their time serving as a board member.
- For our database you must opt in to receive communications from us and you will remain on our contact list for five years but you can opt out at any time.



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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 how we use and share your data and your rights can be found on our [Corporate 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/>

Version: one

Next Review Date: 01/04/27