

Privacy Notice: Bristol Cool Spaces Trial

Who we are

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. This privacy notice should be read alongside the councils [Corporate Privacy Notice](#).

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on [Bristol City Website](#)

This project is a trial to deliver aims from the [Keep Bristol Cool Framework](#) and inform our work on [Heatwaves and cool spaces](#). This work is being led by the Sustainable City Team (SCT) within the Sustainable City and Climate Change Service (SCCCS). The project has consulted relevant internal stakeholders such as Emergency Planning, Equalities and Communities and Public Health teams.

What data we need to collect and use?

To set up this trial we will collect and use some of the personal information below:

- Name of lead contacts, and name of the organisation participating in the trial
- Address of the organisation
- Email address of lead contacts at participating cool spaces, and general email address for the venue.
- Venue temperature data
- Photographs of the spaces
- Survey data from potentially identifiable staff

This data will feed into the research for developing a cool spaces network, building community climate resilience across Bristol.

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: information you make public on social media, information from publicly available

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sources (press, electoral register, company registers and other public records, online search engines), commissioned partners.

Photography

For the most part we will only take photographs of spaces with no identifiable individuals in them. However, if there are circumstances where photos of people would be desirable, all individuals in the photograph will be given a media release form to sign, with information of how the photographs will be used and for how long.

How do we use your personal information?

Cool space venues

We are collecting the **name, address, contacts details (email address)** of sites participating to contact them about your sign up and to invite you to group calls to share learnings on the trial progress.

We will use the details of your **venue details** and **trial data** to improve monitoring and evaluation, reporting and learning for climate adaptation. This will help us understand what is needed to develop a successful cool space network.

Visitor Surveys

For visitor surveys, we are collecting information on the space visited and when, reasons for visit and experience of the space including how visitors felt in the temperature. For this information we will not ask for personal data such as your name or address. There is an equalities form attached to the survey. The personal data collected on the equalities form will be used to see whether the survey has reached a wide variety of people, and whether cool spaces are providing value for different types of people. The equalities data will not be used in any way that would identify individuals. It will only be used in aggregate to indicate broad trends.

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

Our lawful basis for using your personal information is Public Task.

The information will be processed under the legal gateways of:

- Section 1 of the Localism Act 2011 and
- Section 111 of the Local Government Act 1972.

These provisions, respectively, give the Council the power to do anything individuals generally may do (subject to the limitations set out in the Localism Act 2011), and the

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power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of the functions of the local authority.

Where we take photographs in which you are identifiable, we will rely on your consent. You will be asked to complete a media release form before any such photograph is used. The lawful basis for using your photograph is Consent.

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 will be sharing your **venue details** and **trial data** with our project partners at IMAGINE Adaptation from the Basque Centre for Climate Change, a European research project.

We may also use a data processor to support our activities, for example by providing systems we need or delivering services on our behalf. This processor is Smartsurvey ([SmartSurvey's privacy policy](#)), who provide the online survey software for Bristol City Council.

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.

How long we will keep your 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:

- We will keep your data for the duration of your involvement in the cool spaces trial or until 01/05/2030 at the latest.
- If you choose to object to BCC processing your data at any stage, please inform us and we will remove your details from our system and ensure the relevant One City Partners are notified.

If you have changed your mind and wish to object to your community venue and organisation being involved in the cool spaces trial, please advise BCC at any time by emailing sustainable.city@bristol.gov.uk. We will ensure that your business is removed from our lists of welcoming spaces and advise all third parties that the data is shared with.



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Your rights as a data subject

The law gives you several 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
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: 01/09/2027

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