



Privacy Notice Bristol City Council – Targeted Short Breaks

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](#)

Bristol City Council and its partners are committed to working with Children and families and also to meet the Government requirements to deliver and plan targeted short breaks services.

Your privacy is important to us and we take great care to protect it.

What data we need to collect and use?

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

- Name, date of birth, photos, gender, school/education setting attended, race or ethnic origin, disability, first half of postcode and what Short Break you have attended.

How do we use your personal information?

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

- To coordinate the different Bristol City Council funded Short Breaks services across the City.
- To ensure equity of access to Short Breaks Services, this is so that we can ensure that places are being allocated in a fair and equitable way to individual children and young people across all Short Breaks services. Through gathering this data, we can see which services a child is already accessing or has accessed in the past and make better informed decision to ensure they are accessing the most appropriate services to meet their needs.
- To aid planning for current and future service delivery, this is so that we can look at demand for certain types of support across the City and plan accordingly to ensure appropriate provision is available depending on category of need/disability and other demographics such as: age and location.
- This information is submitted by external Short Breaks providers to Bristol City Council for monitoring purposes and to demonstrate that outcomes have been met.

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 internal BCC teams and commissioned Short Break services. A full list of these services is available here: [Organisations that offer targeted short breaks - Bristol's SEND Local Offer - bristol.gov.uk](#). This is to assist the organizations to allocate places fairly and according to need.

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 basis for using your personal information is to exercise our tasks in the public interest.

The key legal gateways for statutory duty are found within the following legislation:

- Children Act 1989
- The Breaks for Carers of Disabled Children Regulations 2011
- Chronically Sick and Disabled Persons Act 1970 ('CSDPA 1970')
- Children Act 2004
- Children and Families Act 2014
- Equality Act 2010
- NHS Act 2006 (as amended by the Health and Social Care Act 2012)
- Care Act 2014 (in relation to transition to adult social care)

Special category (sensitive) personal information

Our additional legal bases for using your special category information is Article 9(2)(h) of the UK GDPR and basis in law of the DPA Act 2018 is Schedule 1 Part 2 – Health and Social Care Purposes.

How long we will keep your personal information?

We are currently retaining this data indefinitely due to the Goddard Enquiry, however, in normal circumstances this would be 25 years.

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 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/>

Surveys

From time to time we will conduct surveys to establish information to assist us in gaining your direct thoughts and opinions on our public services.

Each Survey will invite you to participate; this will be classed as asking for your consent to participate; your information gathered at the time of the survey will be only used for that purpose of the survey and will not assume consent for any other purpose. Where Consultant companies (3rd parties) are used by Bristol City Council for a specific survey, these will be specified in the Survey's purpose statement.

Details of the purpose and scope of the Survey will be made clear for each Survey we may ask you to participate in, this will provide you with the details for you to clearly decide if you want to consent to participate in the Survey.

Personal data collected during the survey will be deleted upon the completion of the survey analysis and will not be stored or used for any other purpose. Each Survey will request your consent each time you participate.

Participation in our surveys will not impact or influence any future mailing preferences in the future and unless otherwise stated your participation will be anonymous