



Privacy Notice Bristol City Council

Privacy Notice – Parking Services – Clean Air Zone Exemptions

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 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,
- Address,
- Email address,
- Telephone number,
- Council tax documentation issued by Bristol City Council including but not limited to Council Tax & Business Rates customer reference numbers,
- Proof of residence including but not limited to; copy of lease or ownership, Rent Book, correspondence from a solicitor relating to the property purchase
- A utility bill or bank statement which is less than three months old.
- Vehicle details including but not limited to registration number, make, model, colour, V5C details, details of ownership
- Blue Badge serial numbers
- Proof of employment and earnings, which could be a P60, payslips, self-assessment tax return or a letter from employer.

How do we use your personal information?

We use this information for the following reasons:

We are collecting this data to enable Bristol City Council to fulfil its obligations as the Highway Authority and manage an exemptions application process for the Clean Air Zone. Individuals will need to provide their personal information to prove they're eligible for an exemption.

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 also use data processors to support our activities, for example by providing systems we need or delivering services on our behalf. These processors are:

- Chipside Ltd - [Terms - Chipside](#) – Operates of “MiPermit” Digital Permit Management System on behalf of Bristol City Council
- Conduent Parking Enforcement Solutions Limited - [Online Privacy Policy – Conduent](#) – Hosted Permit Case Management Systems.

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 information.

- Article 6(e) of the UK GDPR - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Bristol City Council. The council has official authority as a Highway Authority to manage the Clean Air Zone under the Transport Act 2000 and relevant Charging Order issued by Bristol City Council.

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 period listed below:

We will hold information regarding your exemption for 1 year from the date of expiry of the exemption.

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 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](#).



Privacy Notice Bristol City Council

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/>

V4.4 Exemptions V1– August 2022