

# Privacy Notice

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected. The purpose of this privacy notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are: Marvin Rees, [mayor@bristol.gov.uk](mailto:mayor@bristol.gov.uk).

## **What data I need to collect and the legal basis for processing it:**

To provide this service, I will process names, addresses, emails and phone numbers. I am collecting this data in order to provide you with help, assistance and advice relating to any issue you contact me about that falls within my remit as Mayor of Bristol.

## **How long I will keep your data for:**

I will retain your data only for as long as I need to in order to represent you as Mayor of Bristol. Council elections are held once every four years. In the event of my no longer being Mayor of Bristol or as soon as reasonably practicable after you notify me that you no longer wish me to act or represent you I will delete your data. In the event at the next election that I continue to be Mayor of Bristol I will retain the data unless you notify me that you no longer wish me to act or represent you. After this, your information will be deleted or archived.

## **Why I need to collect your data:**

I will need to collect and use your personal data in order to provide you with help, assistance and advice relating to any issue you contact me about that falls within my remit as Mayor of Bristol.

The legal basis upon which I will process your personal data will be to pursue the legitimate interest of yourself or me as data controller or with your explicit consent in my role as Mayor of Bristol.

## **Who I share your data with and why:**

All the personal data is processed by me. However for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so.

To enable me to respond to your query I may have to pass details to relevant Bristol City Council officers, other relevant Bristol City Councillors or officers in any of the associated council companies. This is necessary to obtain information and/or action required to address your query.

I may have to in some circumstance pass details onto other organisations to address your query where appropriate. These organisations may include categories such as:

- Health and social care providers such as NHS trusts

- Law enforcement agencies such as the Police or the Fire Authority
- Charities and voluntary organisations

Bristol City Council officers and other organisations must all comply with the Data Protection Act and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), and can only use your data to address the query you have raised.

## **Your rights as a data subject:**

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) if you think I have not dealt with your information in a proper manner.

You can ask to see what information I hold about you and have access to it. You can do this by contacting:

Senior Data Protection Officer  
Bristol City Council  
ICT Commissioning and Information Governance  
P O Box 3176  
BRISTOL BS3 9FS  
[Data.protection@bristol.gov.uk](mailto:Data.protection@bristol.gov.uk)

Other questions about the data being processed may also be sent to the above address.

## **Fraud Prevention and Detection:**

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit [www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection](http://www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection).