

Privacy Notice: **Bottle Yard Studios**

The Bottle Yard Studios (TBYS) is wholly owned and managed by Bristol City Council (BCC). 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. The information here should be read in conjunction with the Council's corporate privacy notice: [Privacy \(bristol.gov.uk\)](https://www.bristol.gov.uk/privacy). 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 [The Bottle Yard Studios](https://www.thebottleyardstudios.com) website.

For the purposes of complying with the grant conditions of Bristol City Council's Workforce Development Programme, funded by the West of England Combined Authority, Bristol City Council is a joint data controller with:

- West of England Combined Authority

What Bottle Yard processes are covered by this privacy notice?

- Customer bookings/sales
- Supplier Contracting
- Crew & Production staff on site
- Local Accommodation Provisions
- Site Access & Security
- Marketing, PR, and Communications
- Skills & Training

How will this service use your personal data?

Provide a brief description of the ways your service will use personal data. Provide this in bullet point form.

- **Customer bookings/sales**
 - For legally contracting bookings via either Facilities Agreement license and/or BCC lease.

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- To obtain financial information required to invoice tenants for rent.
- Tenant information collated and company bio's and contact details uploaded on our website and shared to incoming visiting productions.

- **Supplier Contracting**
 - Setting up new customers and suppliers in order to deliver the services required for the operation of TBYS, which involves services from a varied facilities management supply chain (including sole traders) in order to maintain business operations and statutory health & safety compliance.

- **Crew & Production Contacts**
 - To provide crew CV's (with consent) to incoming productions. This is a regular request from both productions looking to crew up and crew wishing to contact a production moving in.
 - Information for skills and training programme delivery and activities related to our Outreach Co-ordinator remit.
 - Crew networking events

- **Local Accommodation Provisions**
 - Collated by The Bottle Yard and issued to incoming productions and freelance crew to assist them with their accommodation needs.
 - The 'digs list' includes private properties who are willing to put up freelance crew on short term basis.

- **Site Access & Security**
 - To maintain site security and meet contractual obligations with clients and tenants based at The Bottle Yard Studios.
 - Required in order to share with onsite security contractor (Bristol workplace Solutions) in order to provide site access to crew and production guests/visitors.
 - Details collated in the form of:
 - Bottle Yard daily booking sheets
 - Production daily call sheets
 - Production crew lists
 - Non-Disclosure Agreements
 - Digital sign in system at reception which enables fire role call for visitors.

- **Marketing, PR, and Communications**
 - Contact list of industry professionals, stakeholders, journalists.

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- Subscription based mailing list for newsletters and Christmas cards etc is as well as an invitee list for business related marketing events.
- **Skills & Training**
 - To deliver Workforce Development programme and training strategy in collaboration with WECA which involves storing personal information of both applicants and/or participants of the scheme.
 - The above work also involves detailed monitoring and evaluation activities that include analysis of participants from under-represented groups and may span longer than the training scheme itself and therefore data needs to be retained in line with the requirements of the WECA grant funding and subsequent skills delivery contract.

What data we need to collect and use?

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

- **Customer bookings/sales**
 - Name
 - Contact Addresses (incl. email)
 - Contact Telephone Numbers
 - Personal Bank Details (Sole Traders only)
- **Supplier Contracting**
 - Name
 - Contact Addresses (incl. email)
 - Contact Telephone Numbers
 - Personal Bank Details (Sole Traders only)
- **Crew & Production Contacts**
 - Name
 - Contact Addresses (Incl. email)
 - Contact Telephone Numbers
 - CV
 - Employment status & Career History
- **Local Accommodation Provisions**
 - Name
 - Location Data (Address)
 - Contract Telephone Numbers

- **Site Access & Security (including NDA)**

- Name
- Contact addresses (incl. email)
- Contact telephone numbers.
- Vehicle Registration Numbers (ANPR)
- Video Recording (CCTV)
- IT related data (IP addresses of equipment needing to be configured onto TBYS network).
- Fire Warden contact details
- Risk Assessments and Method Statements (RAMS)

- **Marketing, PR, and Communications**

- Name
- Contact Addresses (incl. email)

- **Skills & Training**

- Name
- Contact address (incl. email)
- Contact telephone number.
- Date of Birth
- Local authority
- Personal data revealing gender identity.
- Personal data revealing racial or ethnic origin, religious or philosophical beliefs.
- Health-related data
- Disabilities
- Caring responsibilities

Employment history 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: cookies/tracking tools, technology you use to access our services, information you make public on social media, information from publicly available sources (press, electoral register, company registers and other public records, online search engines), health and education providers, commissioned partners, family members, legal representatives, referees, and/or employers.

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

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circumstance. We may share some of your personal information with one or more of the following:

- TBYS Management Team for internal operational purposes
- TBYS site security for security and operational purposes
- Bristol City Council Operations Centre for site security purposes
- Bristol City Council Finance systems and finance operatives (if required) for purchasing and invoicing purposes.
- Bristol City Council Legal operatives for contracting purposes.
- TBYS website and Social-Media (if applicable to do so and with your consent)
- Incoming productions who may be crewing up and utilise the TBYS crew database or members of the Skills Programme Network
- TBYS permanent tenants for internal networking purposes
- Any crew members in search of accommodation and who wish to review the TBYS Accommodation List
- The Media (either in digital, TV or print form) for project specific marketing purposes and always with your consent.
- Education Providers and affiliated community groups.
- The West of England Combined Authority

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

- Select Security Services [Privacy Notice](#)

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 as follows:

Skills & Training

- Article 6 1(e) Official Authority- is the lawful basis on our statutory requirements under the Mayoral Priority Skills Fund. The legal gateway which permits the use of your information relates to statutory function, duties and powers laid down by law, the [Levelling-up and Regeneration Act 2023 \(legislation.gov.uk\)](https://legislation.gov.uk),

Site Access & Security

- Article 6 1 (f) Legitimate interests: Processing is necessary for the purposes of the legitimate interests pursued by Bristol City Council or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child. Our reliance on Legitimate Interests relates exclusively to our use of CCTV recordings.

Customer bookings/sales, Supplier Contracting, Crew & Production staff on site.

- Article 6 1 (b) - Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

Marketing, PR, and Communications & Local Accommodation Provisions

- Article 6 1 (a) - The data subject has given consent to the processing of his or her personal data for one or more specific purposes.

Special category (sensitive) personal information/criminal offence personal information.

Our additional legal bases for using your special category information are:

- Article 9 (g) Substantial Public Interest (equality of opportunity or treatment.

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 retain your data for 6 years unless it falls under the below retention periods.
- Any information collected via CCTV is subject to:

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- 28 days where footage is not extracted for evidential or insurance purposes. Extracted footage will be retained for the duration of any investigation or claim where required.
- Any information collected for the delivery of the West of England Film & High-End TV Workforce Development Programme will be retained for 3 years from the end of the individual's participation in the programme.
- Some of the data we collect about you will be obtained with your consent, please note you have the right to withdraw consent at any time, if you wish to withdraw your consent, please email katherine.nash@bristol.gov.uk and this will be withdrawn. Otherwise, your data will be retained for a maximum of 6 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](#).

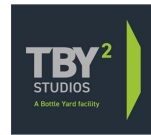
You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at data.protection@bristol.gov.uk or by writing to our data protection officer at:

Data Protection Officer
Information Governance
Bristol City Council
City Hall
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/>

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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.

Next annual review date: January 2025

Version number for this privacy notice: V3.0

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