

# Privacy Notice – Leaders Office

## Bristol City Council



**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 Leaders Office, 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
- Email address
- Telephone number
- Address (home or business)

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: 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), employers, regulatory bodies, police, other local authorities etc.

### **How do we use your personal information?**

To provide this service, it is necessary for the Council to collect, store and process personal data relating to organisations and people the Leader works with. Safeguards are in place to ensure that this data is kept secure, and the privacy of individuals is protected.

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### **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 other Bristol City Council staff that may need to have your contact details. We would never pass on your data to an outside agency.

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 basis to process your personal information is that of Article 6(e) of the UK GDPR – Exercise of a task in the public interest.

The overarching legal gateway for the processing is provided by section 111 of the Local Government Act 1972, which allows local authorities “to do anything which is calculated to facilitate, or is conducive or incidental, to the discharge of any of their functions”.

### **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. We will keep your information for as long as it is required by us or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons. In most cases this will be a minimum of six 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.

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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](mailto: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/>