



Privacy Notice Bristol City Council

Privacy Notice: Arts Development

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 [Bristol City Website](https://www.bristol.gov.uk)

What council services are covered by this privacy notice?

The Arts Development service comprises of a range of functions, including but not limited to:

- The Cultural Investment Grant Programme
- Bristol Cultural Impact Survey
- Cultural sector communications (mailing list)
- Creative commissioning and contract management

How will this service use your personal data?

The Cultural Investment Programme

- We use personal data to communicate with grant seekers and grantees, to process grant applications for compliance with eligibility criteria, and to monitor demographic data of applications to the fund to ensure the Cultural Investment Programme is broadly representative of the Bristol population.

Bristol Cultural Impact Survey

- We use personal data from funded organisations and their audiences to monitor the reach and impact of the Cultural Investment Programme
- We use personal data to monitor the staffing and boards of organisations, to understand routes into working in the cultural sector and identify additional support needed to access roles in the sector.



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Cultural sector communications (Mailing list)

- We use personal data to communicate cultural news, and to consult on and engage people with sector needs and interests.
- Users choose to subscribe and can unsubscribe at anytime .

Creative Commissioning and contract management

- We use your personal data to administer and deliver a variety of creative commissioning programmes.

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:

To administer the Cultural Investment Programme, we collect the following personal data:

- Name
- Address
- Postcode
- Email Address
- Phone number.
- Website (where applicable)
- Education/employment/career history
- Equalities information where requested.
- Video, photography and/or audio (when permission is given)

To administer the Bristol Cultural Impact Survey, we collect the following personal data.

- Name
- Address
- Email Address
- Postcode
- Education/employment/career history
- Equalities information where requested.
- Video, photography and/or audio (when permission is given)



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To join our mailing list or provide feedback on events, we may ask for some or all the following information:

- Name
- Email address

As part of our variety of creative commissioning and contract management, we may ask for some or all the following information:

- Name
- Email Address
- Address
- Postcode
- Phone number
- Website (where applicable)
- Education/employment/career history
- Equalities information where requested.
- Video, photography and/or audio (when permission is given)

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:

- Commissioned partners and grant funded organisations.
- Signing up to our mailing list

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 one or more of the following:

Across all delivery strands, data may be shared with other departments and officers at Bristol City Council, West of England Combined authority and project funders in order to carry out the functions of the programmes and evidence activity.

Data from the Cultural Impact Survey 23/24 will be analysed by [BOP Consulting](#) in its first year (analysis in 24/25). BOP Consulting are specialists in the field of cultural evaluation, and have supported the development of and the creation of the annual survey processes.

Creative Commissioning – this section will be periodically updated with live projects:



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Sharing stories – Data including photography, audio and video may be shared with other organisations and individuals working on this project in order to deliver the programme and evidence activity, these include:

- [Knowle West Media Centre](#)
- [acta community theatre](#)
- [Filwood Community Centre](#)
- UK Shared Prosperity fund

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:

Third party survey or marketing programmes to support service improvement such as:

- Survey Monkey
- Email Blaster
- Eventbrite
- Google forms
- Smart Survey

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 basis for using your personal information is Article 6(a) of the UK GDPR – consent; this specifically refers to our newsletter and for communicating about specific projects, and audio, video and photography use when a media release form has been signed.

We may also rely on the legal basis of Article 6(b) of the UK GDPR – contracts; if the processing is necessary for the performance of a contract with the individual or supplier, or to take steps to enter into a contract/ and or grant agreement.

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

Our additional legal bases for using your special category information are **archiving, research and statistics**. Where special category data (Ethnicity & Sexuality) is collected, it will be used anonymously for the requirement to report of inclusion and diversity for statistical purposes only.

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:

The Cultural Investment Programme

- All information will routinely be held for 6 years unless we are required to retain the information longer for auditing purposes.

Bristol Cultural Impact Survey

- All information will routinely be held for 6 years unless we are required to retain the information longer for auditing purposes.

Cultural sector communications (mailing list)

- Our newsletter and mailing lists will be reviewed every three years. All those who do not re-consent will be deleted.

Creative commissioning and contract management

- Where your application, or expression of interest is successful/unsuccessful, we will retain your personal information for three years.
- We may invite you to consent to be kept informed of future opportunities, we retain your details for three years from confirmation of consent.
- Photography, videography and/or audio of you will be retained for three years, in line with the council's Media Release policy (and only if a Media Release form has been signed by you or a guardian)
- Where we hold your data for communicating with you about specific projects, it will only be retained for the durations of those projects.



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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/>

Next annual review date: 01/09/2025

Version number for this privacy notice: 1.0