



Privacy Notice Bristol City Council

Privacy Notice – Community Reporters

Who we are.

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. This privacy notice should be read alongside the councils [Corporate Privacy Notice](#).

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on [Bristol City Website](#)

The Community Development team has commissioned People's Voice Media (PVM) to train a group of Bristol residents to become Community Reporters, with the intention they volunteer for Bristol City Council to report and tell multimedia stories about community and social actions in the city.

For the purpose of the Community Reporters programme, BCC is the data controller for Bristol City Council Volunteers and their activities.

People's Voice Media (PVM) is the data controller for the media produced and uploaded onto their Community Reporter website.

What data do we need to collect and use?

To provide this programme, we will use some or all the personal information below, relating to people involved in the Community Reporters social action stories, which may include staff, volunteers, community members, emergency contacts for volunteers or participants:

- Name



Privacy Notice Bristol City Council

- Organisation (if applicable)
- Role in organisation (if applicable)
- Telephone number
- Email address
- Physical or mental health details (if applicable)
- Race or ethnic origin (if applicable)
- Religious or other beliefs of a similar nature (if applicable)

We get most of this information from you and from what we learn about you through your use of the programme, but we may also get some information about you from:

- Referees

How do we use your personal information?

We use personal information for one or more of the following purposes, depending on your involvement in the Community Reporter Programme:

For Community Reporters (Volunteers):

- To contact Community Reporters about the programme, including updates, training and support.
- To record contact details for safety purposes when attending interviews or events.
- To contact Emergency Contacts provided by volunteers in the event of an emergency.
- To contact referees and store the reference.
- Where special category data is collected for volunteers, it will be used anonymously for the requirement to report on inclusion and diversity for statistical purposes only.

For Interviewees and Story Contacts:



Privacy Notice Bristol City Council

- To identify the individual or organisation being contacted by Community Reporters for storytelling purposes.
- Volunteers will hold PVM Consent Forms, including details such as name, organisation (if applicable), parent/ guardian/ responsible adult name (if applicable) and signature, in order to transfer this consent form to PVM to store.
- Volunteers will hold multimedia content (e.g., audio, video, photos) recorded during interviews on digital devices in order to edit a multimedia story e.g. into a video, before being securely uploaded to the PVM Community Reporter website.

For Other Individuals Involved in Community Reporting:

- To record contact details of individuals or organisations meeting with Community Reporters for safety and coordination purposes.

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](#).

- Our lawful bases for using your personal information are to enter into or perform a contract with you where you are acting as a volunteer on behalf of Bristol City Council.
- Where special category data (Ethnicity & Sexuality) is collected for volunteers, it will be used anonymously for the requirement to report on inclusion and diversity for statistical purposes only.
- Our lawful bases for using your personal information (those people contacted or interviewed by Community Reporters) is consent.



Privacy Notice Bristol City Council

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:

- Residents who are acting as Community Reporters to conduct interviews as part of the Community Reporter Programme.
- People's Voice Media who will be hosting the recorded interviews/ videos on an online platform. This will be publicly available.

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.

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 keep your data for the duration of the Community Reporter programme.
- Volunteers will keep PVM consent forms and multimedia interviews only for the duration of time it takes to edit the multimedia story and upload/send the data to PVM.
- The multimedia interviews uploaded to the PVM Community Reporter website will be made publicly available, and at this point PVM will be the data controller. Multimedia interviews can be deleted upon request to enquiries@peoplesvoicemedia.co.uk.



Privacy Notice Bristol City Council

If at any stage you wish for your data to be removed, please email communitydevelopment@bristol.gov.uk and request deletion. We will immediately delete your data.

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 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](#) who 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

Privacy Notice Bristol City Council



Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Website: <https://ico.org.uk/>

Next annual review date: 01/02/2026

Version number for this privacy notice: 1.0