



Privacy Notice Bristol City Council

Privacy Notice: Can Do Bristol

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 to your use of Can Do Bristol. 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](#)

What is Can Do Bristol?

Can Do Bristol is a digital platform which enables individuals and organisations from Bristol to connect and act around community action in the city. Registering yourself as a member makes you visible on the platform, allows you to connect with others and interact with activities that other members have posted on the site. You can read more about Can Do Bristol [here](#).

What data we need to collect and use?

To provide this service, we will collect and use some or all the personal information below:

- Your username or name (mandatory)
- Email address (mandatory)
- A short biography about you or your organisation (mandatory)
- Phone number (optional)
- Social media links (optional)
- Your neighbourhood – e.g. Knowle-West (optional)
- Your skills and interests (optional)
- Photos (optional)
- Activity information (i.e. volunteering opportunities you have pledged to)

We get this information from you when you: register to use Can Do Bristol, update your profile or add activities (such as volunteering opportunities).

We also collect the following technical data:

- Internet protocol (IP) address (automatic)
- Your login data (automatic)
- Browser type and version (automatic)
- Time zone setting and location (automatic)
- Browser plug-in types and versions (automatic)
- Operating system you use to access this platform (automatic)



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While we do not specifically collect special category data (e.g. information about your race, disability or sexuality), we understand that some users may wish to include this within the biography section of their profile and by doing so they are providing their consent for this information to be shown on the Can Do Bristol site.

How do we use your personal information?

This information is collected and processed for one or more of the following reasons:

- To enable you to connect with other members on Can Do Bristol.
- To contact you with regular updates about the platform (should you opt-in to our monthly e-newsletter).
- To contact you to inform you of changes to the way we process your data.

Who else might we share your personal information with?

Can Do Bristol is licenced by Made Open Ltd and are therefore data controllers in their own right. You can read Made Open's privacy policy [here](#).

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.

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 information.

- Our legal bases for using your personal information are to exercise our tasks in the public interest.

How long we will keep your personal information?

We will only retain your personal data until either of the following happens (or unless a longer retention period is required by law):

- You decide to delete your account.
- You wish to enact your right to be forgotten.
- The website is terminated.

After this, your personal information will be deleted.

Your rights as a data subject



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The law gives you 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
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/>

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.

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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.

V4.4