



# Privacy Notice Bristol City Council

## Privacy Notice for The Bristol Standard

The Bristol Standard is a Quality Improvement framework for Early Years providers.

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](#)

### 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:

To provide this service, we will process your Bristol Standard submission paperwork and evidence. We are collecting this data because it is necessary to enable us to carry out the Bristol Standard validation process as part of our Early Years' Quality improvement strategy. The data we collect may include the following anonymised items:

- Names of practitioners and qualifications
- Address of provision (including Childminders)
- Email address
- Bristol Standard Submission
  - Practitioners continuing professional development records
  - Key person records
  - Observation, Planning and Assessment records
  - Examples of Individual Education Plans or Education and Health Care Plans
  - Examples of children's mark-making, artwork and child's voice comments
  - Parent's comments
  - Cohort tracking data
  - Visit notes from professionals
  - Photographs and videos of practitioners and children engaged in learning
- For our central data records we keep a spreadsheet with numbers of submissions at validation, Ofsted judgements and names of validation officers.

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 Ofsted and the Quality Improvement team from your local authority.



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How do we use your personal information?

We use this information for one or more of the following reasons:

- To validate and moderate your submission through our online website
- To inform and develop Bristol's Quality Improvement strategy

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:

- **Bristol Standard Mentors**
- **Bristol Standard Validators**
- **Local Authority Quality Improvement Teams**
- **Bristol Early Years Senior Leadership Team**
- **Ad hoc observers (e.g. a provider from a private nursery observing validation)**

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:

- **Tres Comas Ltd, <https://trescomas.co.uk/privacy-policy> – website maintenance**

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.

[\[Lawful basis guidance on the Source\]](#)

Personal information

Our legal bases for using your personal information are to **enter into or perform a contract with you.**

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:



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- **Uploaded Bristol Standard submission – available whilst you are still using our services. Should you choose to pause or end your submission for more than 12 months, your information will be archived for 24 months from the date of last submission. After 24 months all information will be deleted permanently.**

## 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](#) 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  
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: 12/06/2025

Version number for this privacy notice: 2