

Privacy Notice

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 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 enable the Parks Service to consider your Expression of Interest (EOI) the following details are collected.

- Name
- Email address
- Phone number
- Organisation name (if relevant)

How do we use your personal information?

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

We will have to retain your details for us to be able to process the Expression of Interest (EOI) you submit through the EOI webform. Your details will be used to communicate with you for either of the following:

- seek clarification(s) on your application
- communicate back on the outcome of your application
- invite you to participate in the procurement process post evaluation of the application in case your application is selected for the next phase of the project.

Who else might we share your personal information with?

We do not intend to share any of your details outside the Bristol City Council Parks service.

Will my personal data be sent outside the UK?



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No personal information is 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 that it is necessary for performance of a task carried out in the public interest.

How long we will keep your personal information?

We will hold this information for up to three years from the point of collection unless we are required by law to hold it for longer.

After this, your personal information will be deleted or archived.

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
College Green
Bristol
BS1 5TR

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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/>

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