

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other relevant regulations. The purpose of this privacy policy is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are Bristol City Council, City Hall, College Green BS1 5TR.

To deliver this Investment team service, we will process Name of building manager, phone number, email address, utility bills, building survey details (e.g. Asbestos report, number of lights, state of insulation and type of heating controls). We are collecting this data *as it-is necessary to carry out the service you wish to receive*.

We will hold this information for up to 5 Years. The period of time that we will hold this data for will be determined by the service you have requested.

We will use this information for calculating energy savings in your building, securing funding for installing energy saving measures and entering into a service level agreement with your organisation.

This data will be disclosed to companies who carry out building surveys on our behalf, the funding organisation paying for the measures and the installation companies who will carry out the work. All these companies are based in the UK.

This data has been processed through phone calls, email correspondence and face-to-face meetings. This has been used to reach an investment decision by sending our energy calculations to the funding body for approval to proceed. This is important because without approval by the funder, the measures will not be able to be installed.

You have the right to request access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted, you may be able to object to processing as well as the right to have your data transferred to another data controller.

(Where data has been obtained from a third party) We obtained this data from websites including the Bristol City Council web pages. The data we have obtained was contact name, email address and phone number.

You have the right to object to the processing of your information and to have any inaccurate information corrected. You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have dealt with your information in an inappropriate manner.

You can ask to see what information we hold about you and have access to it. You can do this, by contacting:

Senior Data Protection Officer

Bristol City Council



ICT Commissioning and Information Governance

P O Box 3176

BRISTOL

BS3 9FS

Data.protection@bristol.gov.uk

Any further questions regarding the data being processed may also be sent to the above address or to the data controller Aimee.williams@bristol.gov.uk