

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 maintain a record of venues within the Place of Safety (PoS) scheme and details of the individuals nominated by each venue as keyholders, we will collect and use some or all of the personal information below:

- Venue Name and Address
- Your Name
- Address (if provided for correspondence)
- Email address
- Personal Contact information of each keyholder
 - Name
 - Telephone and Mobile contact details

We get all of this information from you when you register to join the scheme.

How do we use your personal information?

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

The Civil Protection Unit (CPU) will hold this information in a Microsoft Excel spreadsheet as long as you are on their list of PoS venues.

The PoS keyholder information is shared with the 24/7 Bristol Operations Centre (within the Council) If your venue is needed, the Ops Centre staff, will try and contact keyholders in the order provided (keyholder 1, keyholder 2, etc.). The CPU may contact you to share information on, or invite you to an event, held by somebody else on their behalf.

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:

- The Emergency Services
- The NHS



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The only information shared outside of the CPU or the Operations Centre are the venue name and address. This would be in an emergency or major incident so that the suitability of using your centre (in that emergency/major incident) can be discussed and utilised.

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 or special category (sensitive) personal information.

Personal information

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Bristol City Council

Special category (sensitive) personal information

No special category data will be collected during this process

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:

- Whilst participating in the PoS Scheme

You will be contacted once a year to check the information held is correct and that the venue is still available and able to participate in the PoS scheme. You are freely able to withdraw from this scheme, and have your record deleted at any time.

The CPU will delete all personal contact information when they are informed the venue is no longer participating in the scheme, or when keyholder information changes.

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](#).



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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/>

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