



Privacy Notice Bristol City Council

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

- Name
- Job title
- Work and personal contact information
- Details of any relevant training or participation in any exercises
- In some circumstances we may ask for your home address

We get this information from you and from what we learn about you through your use of our services.

How do we use your personal information?

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

- To create and populate the Council's Emergency Contacts Directory
- To maintain a record of individuals with a role in an emergency or who have volunteered to be contactable.
- We may use your contact information to send you SMS messages during an incident, for example, to call for volunteers to support an evacuation or to convene an Incident Management Team.

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 Contacts Directory has a limited distribution and is circulated to all first, second and third tier managers, some fourth tier managers and a few other officers with specific emergency response roles. A full distribution list is available on request.
- Details of any responding volunteer may be supplied on deployment to managers dealing with the incident.



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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 the Bristol City Council

Special category (sensitive) personal information

Not applicable - no special category personal information is captured by this processing

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:

- You can ask for any personal contact information to be deleted at any time. Please note directories in circulation are only updated 6 monthly.
- We will only delete your personal contact information when we are informed you no longer work for the council, no longer need an entry in the Emergency Contacts Directory or are no longer volunteering.
- We will archive any remaining data, for example, name, any relevant training or exercise record

Archived records are kept for 5 years for training and exercise statistics. After this, your information will be deleted.

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](#).



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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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