

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
- Address
- Email
- Personal Contact Information

We get this information from you when you volunteer to join the scheme to become a Snow Warden.

How do we use your personal information?

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

To maintain a record of individuals who have volunteered to be in the snow warden scheme.

So that we may contact you when snow is forecast, with specific requests for snow clearing, or with news about volunteering. You will be contacted once a year to check the information held is correct and that you are still willing and able to participate in the Snow Warden scheme.

Who else might we share your personal information with?

We will not share your data with any other agency / organisation.

Sometimes we may forward information on to you from third parties wishing to make contact with snow wardens, for example, to share information on or invite you to an event held by somebody else on their behalf.

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.



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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 you are a volunteer in the scheme. You are able to withdraw from this scheme at any time, after this your personal 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](#).

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/>