Privacy Notice

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected. The purpose of this privacy notice 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, Bristol BS1 5TR).

What data we need to collect and the legal basis for processing it:

To deliver the Bristol Future Parks project, we will process some or all of the following data, depending on the services you might be receiving from the

A key objective of the Future Parks Project is to ensure that our Parks and Green spaces are more inclusive, accessible and diverse. As such we need to understand who our current park users are and what the potential barriers may be for non-park users. Our aim is to identify gaps in our knowledge about Bristol's citizens and their park use; and reach out via other channels as necessary to truly understand and reflect Bristol's diversity and aspirations. In order to do this we include diversity questions on all of our forms/surveys. Equalities data will be analysed separately from other information that you provide and will be anonymised - There is no obligation for you to include this data, and if you provide us with equalities data you do so with your consent

Your contact details are also being collected so that we can keep you informed about the project and the key timings for making an Expression of Interest or inform you of community events to discuss your parks, and future parks consultations. We may contact you with regards to your application and how it may progress. The sensitive equalities data that we collect is for analysis purposes only to enable us to gain valuable insights this data will remain anonymous ensuring you are unidentifiable. All data can be amended or deleted at any time.

With your consent, we are gathering the following data:

First Name, Last Name, Date of Birth, Primary Telephone Number, Alternative Telephone number, Primary Email Address, Work Email address where appropriate, Facebook and twitter addresses and if appropriate other social media addresses that you use, Customer Salutation. Age, Sexual Orientation, Gender, Transgender, Ethnicity, Disabilities. If an Expression of Interest is progressed, we may request a DBS check.

Where we have received your data from a third party:

If we collect data via a third party portal, such as Eventbrite or Smart Survey you will also be subject to their PIA. For more information see links below.

https://www.eventbrite.co.uk/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy?lg=en_GB

https://www.smartsurvey.co.uk/privacy-policy

How long we will keep your data for:

The Bristol Future Parks Project will need to hold some of the collected data for 5 years after the end of the Future Parks Accelerator project final balance is paid, in line with our funders requirements.

Why we need to collect your data:

- to keep you informed of the Future Parks Opportunities
- to process a Future Parks expression of interest, we may need to work across another BCC department (such as property, community development, legal, finance, sustainability).
- to process a Future Park expression of interest, we may need to seek the expertise of a relevant project partner and make introductions.

  Current Partners include:
  - Bristol and Bath Parks Foundation Bristol Parks Forum
  - The Natural History Consortium
  - Social Finance Ltd
  - Bristol and Bath Regional Capital CIC
  - Bristol Green Capital Partnership CIC
  - Bristol and Bath Parks Foundation
  - West of England Nature Partnership
  - Forest of Avon Trust
  - North Bristol NHS Trust
  - Bristol, North Somerset and South Glos. Clinical Commissioning Group
  - University of the West of England
  - Quartet Community Foundation
  - Voscur
  - National Trust
  - Heritage Lottery

- to sign post you other community or business development services
- to sign post you to Future Parks Partner events and other relevant organisations who may be able to help with your application/post application preparation
- We will use the data to collect case studies to illustrate and celebrate the resulting projects. We will contact you in advance and work with you to sign off the copy and any supporting imagery. We may use the case studies to demonstrate project success to e.g. our project funders, other Local Authorities across the UK, social media and press. This can be anonymised and you can opt out of this at any time.
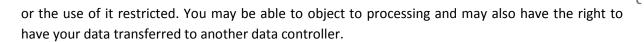
If we have your consent to use your data:

You can withdraw your consent for us to process your information at any time by contacting us at the contact details provided below.

Your rights as a data subject:

You have the right to ask for 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 and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have not dealt with your information in a proper manner.

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

> Data Protection Officer
> Information and Governance Service
> Bristol City Council
> P O Box 3176
> BRISTOL
> BS3 9FS
> Data.protection@bristol.gov.uk

Other questions about the data being processed may also be sent to the above address.

Fraud Prevention and Detection:

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection.

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