

# Privacy Notice

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other relevant 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 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.

Multi Disciplinary 4  
Bristol City Council  
PO Box 3399  
Bristol  
BS1 9NE  
[sports.lettings@bristol.gov.uk](mailto:sports.lettings@bristol.gov.uk)

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

To deliver this service, we will process your **name, phone number, email address, postal address and signature**. If you have opted to make payments via direct debit we will also process your **sort code and account code details** in order to set up your payment plan. We are collecting this data because it is necessary to process your hire agreement/contract to hire a sports pitch/green in a park or open space.

If you do not want Bristol City Council to process this data you will not be able to apply/hire a sports pitch/green.

## **How long we will keep your data for:**

We will hold this data for a period on 12 months, after this period your information will be archived.

## **Why we need to collect your data:**

We will use this information for the purpose of managing you hire agreement.

## **Who we share your data with and why:**

Your **name, email address and phone number and bank details** may be used internally to Bristol City Council.

## **If we have obtained your consent to use your data:**

You are freely able to withdraw your consent for us to process your information at any given time. However, removing your consent from any of the following: **name, phone number, email address and postal address** will result in you not being able to apply for or hire a sports pitch/green in a park or open space.

**Your rights as a data subject:**

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, and may also have the right to have your data transferred to another data controller.

You have the right 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](http://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:

Bristol City Council  
ICT Commissioning and Information Governance  
P O Box 3399  
BRISTOL  
BS1 9NE  
[Data.protection@bristol.gov.uk](mailto: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.

V1.2 May 2018