# Corporate Communications stakeholder lists

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 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: Corporate Communications, Bristol City Council, City Hall, PO Box 3176, Bristol BS3 9FS. You can also email corporate.communications@bristol.gov.uk.

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

To deliver our services, we occasionally process personal data such as name, job title, employer and email address. We collect this data on the grounds of General Data Protection Regulations (GDPR), Lawfulness of Processing Conditions Article 6(1)(e) – for the performance of a task carried out in the public interest, or in the exercise of official authority vested in the controller. The data will be used to communicate information updates about the council's activities.

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

The period of time that we will hold this data for will depend solely on its relevance to our service's responsibilities, namely communicating important information about the council's activities (e.g. new consultations or policies), up to a maximum of three years. The data we hold will be regularly reviewed and, when it is no longer needed, or when the three year period has ended, it will be deleted or archived in line with the GDPR.

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

We will use this information to communicate important information about the council's activities.

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

This data will be shared where appropriate with other Bristol City Council departments and officers so that we can effectively carry out our core function of providing important information about the council's activities with citizens and stakeholders.

**Where we have obtained your data from a third party:**

We may have been given your contact details by someone else who thought the information we share might be useful to you. If this has happened and you do not want to be contacted by us, let us know by emailing corporate.communications@bristol.gov.uk.

**Yours 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 as well as the right to have your data transferred to another data controller.

You have the right to object to the processing of your information and 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 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:

Senior Data Protection Officer
Bristol City Council
ICT Commissioning and Information Governance
P O Box 3176
BRISTOL
BS3 9FS
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.

**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 https://www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection.