

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
The Council House
College Green
Bristol
BS1 5TR

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

In order to provide our democratic services, we will process names and contact details (usually email addresses but also home addresses for posted submissions) of members of the public, consultants, and elected members. We are collecting this data with your consent.

How long we will keep your data for:

We will keep your information for as long as it is required by us or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons. In most cases this will be six years.

Why we need to collect your data:

We are collecting your data in order to deliver democratic services to our citizens. This includes:

- Recording and publishing records of council meetings
- Recording and responding to petitions submitted to us
- Recording and responding to statements and questions submitted to us

Who we share your data with and why

The majority of Council meetings are transacted in public although some meetings, reports and minutes are 'exempt' from publication in accordance with [Schedule 12A of the Local Government Act 1972](#).

Agendas and reports for most Council and committee meetings are made available to the public five days in advance.

Minutes and details of decisions are also published on our website once available.

If you are an independent member of a Committee / a witness or expert on a Committee your name could feature within the membership or as an attendee at a meeting, and contact details will be held on file.

Petitions, questions and statements will be published on our website which will include the name of the submitter/lead petitioner.

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 Governance
Bristol City Council
City Hall
College Green
Bristol
BS1 5TR

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.