

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other relevant regulations. 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 international@bristol.gov.uk / [City Hall, College Green, Bristol, BS1 5TR](#)

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

To deliver this service, we will process name, date of birth, email address, passport details, visa details home address, dietary and accessibility requirements and other personal information required for travel booking and accommodation during your trip abroad or your stay in Bristol. We are collecting this data because it is necessary to support your travel plans.

Failure to allow this operation to process this data will result in a lack of support for your travel plans.

How long we will keep your data for:

We will hold this information for maximum three months after the return date of your trip or visit.

Why we need to collect your data:

We will use this information for travel approval and for travel and accommodation bookings, as well as any necessary registrations associated with your trip e.g. conference registration.

Who we share your data with and why:

This data will be disclosed to organisations with a direct requirement to use it for the purpose of your trip or visit e.g. conference organisers, airlines, hotels, third parties overseeing your trip or visit.

Where we have obtained your data from a third party:

We obtained this data from a partner we are working with about your trip or visit. The data we have obtained was personal data necessary for the organisation of your trip or visit. The data will be available to anyone directly involved in the organisation of your trip or visit.

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>