

Privacy Notice for venue hire services

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 Bristol City Council.

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

To deliver this service (venue hire enquiries and bookings), we will process **name, address, email address, phone number, organisation, event details**. We are collecting this data because we have consent to do so. The data will be used to respond to your enquiry about booking one of our hireable spaces. We will only use these details to respond to your specific request.

How long we will keep your data for:

We will hold this information for six years from the date of consent.

Why we need to collect your data:

We will use this information to respond to enquiries and to liaise with you to organise your event.

Who we share your data with and why:

This data will be disclosed to BCC venue hire team, as required so that clause can be fulfilled. Your enquiry may be sent to our external catering partners for a response.

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.

Where we have obtained your data from a third party:

We obtained this data from a range of sources. The data we have obtained was [name, address, email address, phone number, organisation, event details]. This privacy notice will be sent to enquirers when we contact them to confirm consent.

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 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>