

# Privacy Notice (PRgloo)

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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.

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

To deliver this service, we will process name, work address, email address, phone number; social media contact details and information about professional interests. We are collecting this data because it is in the public interest to process this.

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

The period of time that we will hold this data for will be determined by the ongoing need to communicate with journalists and keep records of previous media enquiries. We will endeavour to keep media contacts as up to date as possible.

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

We will use this information for proactively contacting the media and keeping records of journalists who contact us for comment.

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

This data will be disclosed to members of the public relations and communications team in Bristol City Council. Data will be stored by third party contractor, PRgloo, so that the council can be transparent. Processing is in the public interest and will enable the PR team to operate more effectively.

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

Some journalist's contact details have been obtained from third party sources including other media databases and previous media lists held by the council. The data we have obtained included contact details such as email addresses, names, job titles, social media details and professional interests.

## **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](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:

Senior Data Protection Officer

Bristol City Council

ICT Commissioning and Information Governance

P O Box 3176

BRISTOL

BS3 9FS

[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.

**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>