

Housing and Landlord Services

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, Estate Services, PO Box 3399, Bristol, BS1 9NE.

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

To provide this service, we will process

Any ID number e.g. Passport number, NI, NHS, internal ID.

Location data e.g. Address

Online identifiers

Physical data

Information relating to the financial affairs of the individual

Information relating to the family of the individual and the individuals lifestyle and social circumstances

Racial origin

Ethnic origin

Information relating to the individual's religion or other beliefs

Information relating to the individual's physical or mental health or condition

Information relating to the individual's sexual life

Information relating to any offences committed or alleged to be committed by the individual

Information relating to criminal proceedings, outcomes and sentences regarding the individual

Employment and career history

Sexual orientation

We are collecting this data *because we are required to under* Housing Laws such as the Housing Act 1985, Crime and Disorder Act 1998, Anti-Social Behaviour, Crime & Policing Act 2014, Care Act 2014, Mental Capacity Act 2005, Equality Act 2010, Health and Safety at work Act 1974, Equalities Act 2010

We may also contact you to notify you of council initiatives that may be of benefit to you under our powers in the Localism Act 2011

How long we will keep your data for:

We will hold this information for the lifetime of your tenancy. There may be circumstances where we hold data longer than this period to help manage any former tenants' debts and in securing housing. After this, your information will be deleted or archived.

Why we need to collect your data:

We will use this information for housing services which includes tenancy management and repairs to our assets.

Who we share your data with and why:

This data will be shared with *other departments in Bristol City Council as well as our partner organisations that support the delivery of the service you may receive.*

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.