

Visitors to Bristol City Council Offices

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 P.O Box 3176. Bristol. BS3 9FS

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

Your name and phone number is required for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Bristol City Council

How long we will keep your data for:

Your details are no longer kept once you have left the building.

Why we need to collect your data:

Your name and telephone number is registered so that the member of staff you are visiting can be contacted on your arrival. In case of fire or emergency Bristol City Council need to know who is in the building.

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.

Further guidance on your data can be found here

<https://www.bristol.gov.uk/about-our-website/privacy>

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>

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.