

Privacy Notice (Ask Bristol newsletter)

Bristol City Council (BCC) 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:

The Data Controller
Tim Borrett
Bristol City Council
City Hall
College Green
Bristol BS1 5TR

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

We collect information, with your express consent, for the following purposes:

- We collect name, email address and organisation name (if applicable) in order to email Ask Bristol newsletters to people and organisations who have requested to receive them. (Ask Bristol newsletters provide information about consultations and some other council activities);
- We collect postcodes in order to know if we are achieving our aim of reaching Ask Bristol subscribers in all areas of Bristol. We will not use your postcode to send you any information by post.

We will only process this information with your express consent and only for the purpose(s) specified

How long we will keep your data for:

We will hold this information for up to three years from the date of consent. Before the three year period finishes, we will re-contact subscribers to confirm they wish to remain on our mailing list.

Who we share your data with and why:

This data will be disclosed to council officers in the External Communications and Consultation team to enable Ask Bristol newsletters to be sent to subscribers.

Personal information will not be published or passed on to third parties.

The information that you supply is collected using software called "Your Mailing List Provider" and/or "Mailchimp". Both "Your Mailing List Provider" and/or "Mailchimp" store data on secure servers; (https://www.ymlp.com/privacy_policy.html) and (<https://mailchimp.com/legal/privacy/>).

If we have obtained your consent to use your data:

You are able to withdraw your consent for us to process your information at any time.

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. You have the right to have data held about you erased, or the use of it restricted. You 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 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>.