

Privacy notice for the Whitehouse Street Regeneration project

Bristol City Council (BCC) 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 personal data is used for and why it is collected. The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our service. We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website.

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found at <https://bristol.gov.uk>.

To help us deliver the Whitehouse Street Regeneration project, BCC is joint data controller with –

1. **Cadence PR** (www.cadence-pr.uk) -
2. **Participatr** (www.participatr.co.uk)
3. **Action Greater Bedminster** (www.greaterbedminster.org.uk)

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

There are two types of personal information that we will collect; these are contact details and equalities information. We may also collect contact details at other times, with your express consent, for the purposes listed below.

a) Contact details

We may ask for your name, address, organisation name (if relevant), phone number and email address so that we can contact you:

- I. if you have asked to be notified about forthcoming BCC surveys or consultations
- II. if you have requested to be kept informed about the results of a particular survey or consultation and/or subsequent decisions about the proposals
- III. to keep you informed about the progression of the project including for example though email updates and newsletters.
- IV. if you have said you would like to be involved in planning or implementing future services or to volunteer in other ways
- V. to administer incentives, such as prize draws, that encourage participation in our surveys.

We will only process your contact details with your express consent and only for the purpose(s) specified. Generally, contact details are kept separately from other information you may provide; this may be done automatically when you submit your survey response or, in the case of formal consultations, six months after a formal decision (e.g. by BCC's Cabinet or Full Council) is made on the final proposals. However if you are a member of the Citizens' Panel, we keep your contact details alongside equalities information in order to ensure that the panel is representative of the city's population.

b) Equalities information

We will ask your age, gender, transgender status, ethnic origin, disability status, sexual orientation, and religion or belief for equalities monitoring. Equalities monitoring is in the public interest and is required by the Equality Act 2010.

c) Other personal information

There are also some kinds of personal information that we collect occasionally if it is required for a specific topic. We may ask about your postcode; household; family, lifestyle, or social circumstances; financial circumstances; physical or mental health or condition; physical characteristics (e.g. height and weight); education and professional training; employment status; and satisfaction with the council. It is in the public interest to process this data to inform service development and shape council policies. This is particularly important in public health, as well as other areas for which the council is responsible or is involved

How long we will keep your data for:

If you have consented to us using your contact details to tell you of future BCC consultations or surveys, your contact details will be held for up to three years from the date of consent.

If you have consented to us using your contact details to keep you informed about a particular consultation or survey, your contact details will be held for up to three years from the start date of the consultation/survey.

If you have consented to us using your contact details to keep you informed about the project including to receive newsletters, your contact details will be held for up to three years from the date of consent.

If you have consented to us using your contact details because you would like to be involved in planning or implementing future services or to volunteer in other ways, your contact details will be held for up to three years from the date of consent.

Before the three year period finishes, we may contact you to ask if you would like us to retain your contact details for a further period of up to three years.

If you have consented to us using your contact details to administer incentives, such as prize draws, your contact details will be held until the incentives have been awarded, and will then be deleted.

Equalities information and other personal information collected as part of a formal consultation will be stored for up to six months after a decision (e.g. by BCC's Cabinet or Full Council) has been made on the final proposals. The equalities information and other personal information will then either be anonymised or deleted.

Equalities information and other personal information collected as part of other surveys, which do not lead to a formal decision by BCC's Cabinet or Full Council, will be stored for up to six months after a consultation or survey report is published or signed off. The equalities information and other personal information will then either be anonymised or deleted.

Equalities information and other personal information collected as part of a survey without a specific closing date (i.e. "rolling surveys" that capture service-level customer satisfaction) will be stored for up to six months after the end of the annual reporting cycle during which the data was collected. The equalities information and other personal information will then either be anonymised or deleted.

If you are a member of the Citizens' Panel, equalities information will be held for up to three years from the date of consent

Who we share your data with and why:

To help deliver this project, we will need to share your data with the following who will provide strategic support to BCC during community and stakeholder engagement and consultation:

- a) **Cadence PR**, a Bristol-based specialist stakeholder engagement and planning communications consultancy (www.cadence-pr.uk). Cadence PR will be supporting BCC teams and Action Greater Bedminster organising and running engagement and consultation events and activities.
- b) **Action Greater Bedminster**, a local group that works to improve Bedminster and Southville (www.greaterbedminster.org.uk). Action Greater Bedminster will be leading on community-led engagement including the production of a Community Manifesto to inform the project.
- c) **Participatr**, a Bristol-based company which creates digital platforms for public participation in built environment projects (www.participatr.co.uk). Participatr will be hosting our project website which will be the main source of information as the project progresses.

Where an organisation responds to a consultation, the name of the organisation - but not the name of the individual respondent(s) - may be published with the consultation response.

The information that you supply will be collected using one of the following software:

1. "Citizen Space" and "Smart Survey". Both Citizen Space and Smart Survey store data on secure servers in the United Kingdom (<https://www.delib.net/privacy> and <https://www.smartsurvey.co.uk/privacy-policy>)
2. "Participatr". Participatr store data on secure servers in the United Kingdom (<https://participatr.co.uk/index.php?contentid=5>).

Our use of cookies on our websites

We sometimes store small files called [cookies](#) on your computer or other device to help improve your experience on our website.

We collect web statistics automatically about your visit to our site based on your IP address. This information is used to help us to improve your experience on our website.

Your rights as a data subject:

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data. Full details about your rights can be found in our [main privacy notice](#). To access a copy of your personal information, more details and how to make a request can be found on our website [here](#). To update or correct your information if it is inaccurate please contact Citizens Services [here](#).

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at data.protection@bristol.gov.uk or by writing to our data protection officer at:

Data Protection Officer
Information Governance
Bristol City Council
City Hall
College Green
Bristol
BS1 5TR

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: <https://ico.org.uk/>



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.