

## Easy 3 (LD Work)

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 is Tracy Smith; on behalf of Bristol City Council, City Hall, Bristol, BS1 5TR.

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

To deliver this service, we will process name, address, email and telephone number. We are collecting this data because Processing is necessary for the performance of a task carried out in the public interest, or in the exercise of official authority vested in the controller and Processing is necessary for the purposes of preventative of occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of Union or Member State law or a contract with a health professional requires it.

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

We will hold this information for 1 years.

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

We will use this information to ensure registration of organisations to access Easy 3.

### **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