

# Safeguarding, Data Confidentiality, Information Security audit data

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 Mark Jefferies; 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 staff name only. 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 requires it.

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

We will hold this information 1 year. The period of time that we will hold this data for will be determined by Safeguarding regulations.

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

We will use this information for audit purposes.

## **Who we share your data with and why:**

This data will be disclosed to Public Health team for auditing.

## **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.