



Privacy Notice Bristol City Council

Privacy Notice: **Communities Newsletter Service**

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), 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. The information here should be read in conjunction with the Council's corporate privacy notice: [Privacy \(bristol.gov.uk\)](https://www.bristol.gov.uk/privacy). 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 on [Bristol City Website](https://www.bristol.gov.uk)

What council services are covered by this privacy notice?

Communities Newsletter

The information provided in this quarterly newsletter enables the Council to inform organisations, residents and Council staff of work happening in communities, events and funding opportunities.

Communities Newsflash

The information provided in the monthly newsflash enables the Council to inform organisations, residents and Council staff of opportunities, events and funding opportunities during the months when a full newsletter isn't scheduled.

KBSP Bristol Community Safety Partnership newsletter

Joint newsletter produced by Bristol City Council's Keeping Bristol Safe Partnership (KBSP) team and the Communities and Public Health service. The information provided in the weekly KBSP Bristol Community Safety Partnership newsletter enables the council to inform key stakeholders of the situation around community cohesion in Bristol on a weekly basis.

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How will this service use your personal data?

- Data will be used to send regular newsletters to those that have signed up to receive them.
- Providing regular newsletters ensures communities receive Communities Service updates, including events invites and funding opportunities etc.
- In situations where important information needs to be communicated to a number of people, key stakeholders may be added to distribution lists to relevant newsletters or emails. Recipients can opt out or unsubscribe at any time.

What data we need to collect and use?

To provide these services, we will collect and use some or all of the personal information below:

- **Name**
- **Job title**
- **E-mail address**

Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where we have a valid legal basis to share data. We will only share the minimum information for each circumstance. We may share some of your personal information with one or more of the following:

- Email Blaster ([Email Blaster's privacy policy](#)), which is a mailing software provider we use to store your name and contact details and email you via the relevant subscribed newsletters.

What is the legal basis for our use of your personal information?

The information below shows the legal bases we are relying on to use your personal or special category (sensitive) personal information.

You can see a list of the full legal bases we may rely on by looking at our main privacy notice.

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Personal information

Our legal bases for using your personal information are legitimate interests.

How long we will keep your personal information?

We will hold this information for as long as it is needed, or if we are required to do so by law. In practice this means that your personal information may be retained for the relevant period listed below:

- KBSP Bristol Community Safety Partnership newsletter – 2 years
- Communities Service Newsletter and Newsflash – 2 years

The period of time we will hold this information is dependent on the existence of the newsletter/s or if the individual/user unsubscribes.

Subscribers can easily opt out of receiving newsletters at any time. There are two links at the bottom of the newsletter, giving an option to subscribe. By clicking on either 'Unsubscribe' or 'Why did I get this?' the user is able to unsubscribe.

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](#). If you are unable to access our digital Privacy Notice, please [contact Citizens Services](#) whom will be able to send a hard copy.

To update or correct your information if it is inaccurate please [contact Citizens Services](#).

To access a copy of your personal information, more details and how to make a request can be found on the [data protection subject access requests page on the council website](#).

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

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Bristol City Council
City Hall
PO Box 3399
Bristol
BS1 9NE

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/>

This privacy notice will be review either when something in the processing changes, e.g. more personal data is required to do the processing or every 12 - 18 months.

Next annual review date: 01/09/2027

Version number for this privacy notice: V.1

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