

Privacy Notice Bristol City Council



Privacy Notice

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. 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](#)

What data we need to collect and use?

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

- Name
- Job Title
- Main Site
- DBS Number
- DBS Issue Date
- DBS renewal Date
- Leaving Date

We get most of this information from you and from what we learn about you through your use of our services, but we may also get some information about you from:

- BCC's SPV company (BAM PPP)
- The FM contractor (BAM FM)

How do we use your personal information?

We use this information for one or more of the following reasons:

This information may be provided to the school leadership teams / management to underpin the safeguarding requirements of each school that the data subject information works at and relates to.

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:

1. School Bedminster Down School
2. School Filton Avenue Primary School



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- *Sits on Orchard site (also known as Orchard Primary School)*
- 3. School Henbury Secondary
 - *Known as Blaise High School*
- 4. School Kingsweston SEN School
 - Sits on Oasis site
- 5. School Oasis Academy Brightstowe
 - Previously Portway School
- 6. School Orchard Secondary School
 - Previously Monks Park

The data subjects' personal information will be shared with schools that are applicable and related to the employment of the data subject. The information will not be made publicly accessible.

Will my personal data be sent outside the UK?

No personal information is routinely sent or held outside the UK. Should the transfer of personal information outside the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the data.

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.

[\[Lawful basis guidance on the Source\]](#)

Personal information

Our legal bases for using your personal information;

- Article 6(1)(b) of the UK GDPR: Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Article 6(1)(d): Processing is necessary in order to protect the vital interests of the data subject or of another natural person.

How long we will keep your personal information?

IDENTIFY RETENTION PERIOD FROM PFI CONTRACT

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:

- **BSL BAM PFI contract cessation date is 27/4/2030**



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In relation to **BSL BAM Contract cessation date** the time period is not specified. The period of time we will hold this information is dependent on the actual cessation date and therefore we will hold information up to 5 years after the cessation date.

After this, your personal information will be deleted.

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
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/>