

## Privacy Notice – Community Resilience Fund Participant Recruitment

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
- Email address
- Phone number
- Gender
- Race or ethnic origin
- Physical or mental health details
- Postcode
- Sexual orientation
- Age range
- Housing tenure status (eg. Social renter)
- Family details (parents of children under 16)

### How do we use your personal information?

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

To ensure participants in the community resilience fund decision making groups are broadly representative of the Bristol population, from a range of different Bristol communities. We want the decision-making group to be balanced and include people whose voices are not traditionally included.

### 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:



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- The selection panel will have sight of demographic data, separated from personal data such as name, phone number and email address. Each person will be given a unique identifying number which will be used by the selection panel to refer to them, so that identifiable information is not needed.
- TPX Impact will also have sight of demographic data, separated from personal data (as above)

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.

### Personal information

Our legal bases for using your personal information will be explicit consent. This means we will only receive your data if you confirm you are happy for us to process it, by ticking the appropriate box. You can withdraw your consent at any time by emailing [investmentandgrants@bristol.gov.uk](mailto:investmentandgrants@bristol.gov.uk) and we will delete your information.

### 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:

We will keep your data for the duration of your involvement in the group or until 30/09/2023 at the latest.

If you are not selected, we will keep your data until 30/09/2023.

If you consent to be involved in any future projects, we will retain your details for 3 years until 30/09/2025, this is in order to contact you about future opportunities to get involved in similar community led decision making processes.

After this, your personal information will be deleted.

If at any stage you wish for your data to be removed, please email [investmentandgrants@bristol.gov.uk](mailto:investmentandgrants@bristol.gov.uk) and request deletion, we will immediately delete your data.



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## 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](mailto: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/>