



Privacy Notice Bristol City Council

Privacy Notice Welcoming Spaces and City-wide offer (Cost of living)

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:

- 1) Name of the individual and name of the organisation
- 2) Address of the organisation
- 3) Phone number and email address of the individual and the organisation (for example, general email address)

How do we use your personal information?

- Welcoming spaces registration:

The goal of the survey is to collect your interest to be part of the Welcoming Space network (A Welcoming Space is a place of connection that is already established in a community, where people can meet up socialise and hang out. They can provide services such as: Advice support; Mental Health Support; Community Activity; Digital services; food club etc) . An online map (GIS) will be shared to the public to enable residents to find the nearest Welcoming Spaces in their local areas. Your personal information (name and contact detail) will not be shared to the public. However, the address and contact detail of your organisation will be shared on the map.

Your personal information is used for one or more of the following reasons:

We are collecting your name, address, contacts details (email address and phone number) to contact you back if we need clarification on your application.

To forward your contacts details to the Community Hubs (18) and (5) One City Partners for them to coordinate the local response in their areas. Community hubs will share



Privacy Notice Bristol City Council

information, promote community activities, organise social action responses and signpost people to local support. One City Partners will promote Welcoming Spaces to their network and offer support if they have capacity.

To ensure we are getting the right level of information to add your organisation in the network of Welcoming Spaces.

- **City-Wide offer to Welcoming Space:**

The goal of the survey is to collect your offer to support the network of Welcoming Spaces. The City-Wide offer to Welcoming Spaces will be collected into a spreadsheet accessible by the 18 Community Hubs and the One City Partners.

- **Community Hubs**

Community hubs will be the coordinating point to share and make information, guidance and support on the crisis available to local residents and communities. This might include volunteer and training coordination, supporting social action and bringing local organisations together. They will work closely with their nearest Welcoming Spaces.

As part of this role and the funding agreement, your contact details (Name of the individual/organisation, address of the organisation, phone number/email address of the individual and organisation) will be shared to Welcoming Spaces and One City Partners (5) to enable the coordination in their local areas, but also for welcoming spaces to inform them of their work.

Your personal information is used for one or more of the following reasons:

We are collecting your name, address, contacts details (email address and phone number) to contact you back if we need clarification on your application.

To forward your contacts details to the Community Hubs (18) and (5) One City Partners for them to coordinate the local response in their areas.

We may also use data processors to support our activities, for example by providing systems we need or delivering services on our behalf.

These processors are: Smart Survey Ltd

To collect the information from the Expression of Interest form - Smart Survey Ltd ([Privacy Policy - SmartSurvey](#))

Who else might we share your personal information with?



Privacy Notice Bristol City Council

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:

Welcoming Space registration:

- To share your contact details with 18 Community Hubs across the city and One City Partners, looking at coordinating a local response within their Ward. They could get in touch with you to collect further detail about your Space and availability.

City-Wide offer:

- To share your contact details with 18 Community Hubs across the city and One City Partners (5), looking at coordinating a local response within their Ward. They could get in touch with you to collect further detail about your Space and availability.

A Data Sharing Agreement will be signed by each Community Hub/Partner accessing your personal data.

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.

Personal information

Our legal bases for using your personal information will be public task. The information will be processed under the legal gateway under Section 1 of the Localism Act 2011 and under Section 111 of the Local Government Act 1972. These provisions, respectively, give the Council the power to do anything individuals generally may do (subject to the limitations set out in the Localism Act 2011), and the power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of the functions of the local authority.



Privacy Notice Bristol City Council

If you wish to object to your business being involved in the welcoming space project, please advise BCC at any time by emailing: bristolcostofliving@bristol.gov.uk. We will ensure that your business is removed from our lists of welcoming spaces and advise all third parties that the data is shared with.

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 Welcoming Spaces network or until 01/05/2023 at the latest.
- If you choose to object to BCC processing your data at any stage, please inform us and we will remove your details from our system and ensure the Community Hubs and One City Partners are notified.

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 how we use and share your data and your rights can be found on our [Corporate 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



Privacy Notice Bristol City Council

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/>

V4.4