



Privacy Notice Bristol City Council

Who we are

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. This privacy notice should be read alongside the councils [Corporate Privacy Notice](#).

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on [Bristol City Website](#)

The Community Resources team has coordinated the Bristol Community Festival in partnership with voluntary and community organisations to deliver a range of events to celebrate and inspire social action across the city. BCC would like to understand the success and learnings of the festival events by asking event attendees to complete a feedback survey. Their experiences and feedback will also help us shape events like this in the future.

The categories of personal data obtained:

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

- Name
- Organisation (if applicable)
- Role in organisation (if applicable)
- Telephone number
- Email address

How do we use your personal information?

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

To understand who attended the Bristol Community Festival events and how we can tailor future events to this audience and identify those that didn't attend to ensure that we target these group is the future. We ask for names and email addresses to keep people updated with information about events and opportunities like this in the future.

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



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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](#).

Our legal bases for using your personal information are to exercise our tasks in the public interest.

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:

- **The Bristol Community Festival steering group will have sight of the survey results. This group is made up of voluntary and community organisation representatives and Bristol City Council colleagues. It is their responsibility to contribute to the delivery of the festival and advise on its direction.**

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.

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:

- **3 years**

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 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.



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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
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/>

Next annual review date: 24 March 2026

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