

Security Services Traka

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other relevant regulations. The purpose of this privacy policy is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are Bristol City Council P.O Box 3176. Bristol. BS3 9FS

More information regarding Privacy Notices can be found here:-

<https://www.bristol.gov.uk/about-our-website/privacy>

What data we need to collect and the legal basis for processing it:

Processing of your data is necessary for the performance of this task carried out in the public interest or in the exercise of official authority vested in Bristol City Council (The controller).

To manage the Security service your name only is processed to identify you as holder of keys issued from the Traka system.

How long we will keep your data for:

Your records will be deleted when you leave the employment of Bristol City Council

Why we need to collect your data:

Bristol City Council will use your information as there is a legislative requirement for managers to identify who has used keys from the Traka. This processing ensures the correct person is identified for audit purposes.

Yours rights as a data subject:

You have the right to request access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted, you may be able to object to processing as well as the right to have your data transferred to another data controller.

You have the right to object to the processing of your information and to have any inaccurate information corrected. You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have dealt with your information in an inappropriate manner.

You can ask to see what information we hold about you and have access to it. You can do this, by contacting:

Senior Data Protection Officer
Bristol City Council
ICT Commissioning and Information Governance
P O Box 3176
BRISTOL
BS3 9FS

Data.protection@bristol.gov.uk

Any further questions regarding the data being processed may also be sent to the above address.