

## Privacy Notice: Bristol Cool Spaces Trial

### 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](#)

This project is a trial to deliver aims from the [Keep Bristol Cool Framework](#). Work on Climate resilience is being led by the Sustainable City Team (SCT) within the Sustainable City and Climate Change Service (SCCS). The project has consulted relevant internal stakeholders such as Emergency Planning, Equalities and Communities and Public Health teams.

### What data we need to collect and use?

To set up this trial we will collect and use some or all of the personal information below:

- Name of the individual and name of the organisation
- Address of the organisation
- Email address of the individuals participating and the organisation (for example, general email address)
- Venue temperature data
- Feedback survey data, of visitors and staff

This data will feed into the research for developing a cool spaces network, building community climate resilience across Bristol.

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: technology you use to participate in the trial (digital thermometer), information you make public on social media, information from publicly available sources (press, electoral register, company registers and other public records, online search engines), commissioned partners.

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

We are collecting the **name, address, contacts details (email address)** of sites participating to contact them about your sign up and to invite you to group calls to share learnings on the trial progress.

We will be sharing your **venue details** and **trial data** with our project partners at IMAGINE Adaptation from the Basque Centre for Climate Change, a European research project, to improve monitoring and evaluation, reporting and learning for climate adaptation. This will help us understand what is needed to develop a successful cool space network. For visitor surveys, we are collecting information on the space visited and when, as well as details on visitor journey, reasons for visit and experience of the space including visitors felt in the temperature.

## **What is the legal basis for our use of your 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.

## **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:

### **Cool space trial registration:**

- To share your contact details with Bristol Climate Nature Partnership and other spaces participating in the cool spaces trial. They could get in touch with you to collect further detail about your Space and experience.

## **How long we will keep your information?**

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

- Name
- Email address



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- Photos

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 cool spaces trial or until 01/05/2030 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 relevant One City Partners are notified.

If you have changed your mind and wish to object to your community venue and organisation being involved in the cool spaces trial, please advise BCC at any time by emailing [sophie.peters@bristol.gov.uk](mailto:sophie.peters@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.

## 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](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  
PO Box 3399  
Bristol

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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: 11/11/2025

Version number for this privacy notice: V1