

## Privacy Notice for the City Centre DDP Regeneration project

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:

#### Contact information

- Name
- Address
- Organisation name (if applicable)
- Phone number
- Email address

#### Equalities information (this information is collected anonymously)

- Race or ethnic origin
- Age range
- Religious or philosophical beliefs
- Sexual orientation
- Gender including gender reassignment status
- Disability status
- Refugee / asylum seeker status
- Pregnancy status

We will get most of this information from you and from what we learn about you through your use of our services and your participation with surveys and other community engagement and consultation activities.



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## How do we use your personal information?

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

### Contact information

- to keep you notified about forthcoming BCC surveys or consultations and how you can take part
- to keep you informed about the results of particular surveys or consultations and/or subsequent decisions about the proposals
- to keep you informed about the progression of the project including for example through email updates and newsletters.

The collection of your personal contact information is necessary to enable us to effectively deliver this project and is in the public interest (enabling public participation and consultation).

### Equalities monitoring information

- to help us monitor and evaluate the reach of our engagement and consultation exercises and help us in reaching diverse representation from the community and other stakeholders. Equalities monitoring is in the public interest and is required by the Equality Act 2010.

**Please note that any equalities information will be collected anonymously and on a voluntary basis only. You are not required to provide this information if you do not want to. Equalities monitoring information will be collected and stored separately from any personal contact information you provide. The collection of this data therefore does not qualify as the collection of personal data (as you are not identifiable through this data), however in the interests of openness and transparency we have included details on how we will use the information you provide.**

## 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:

- **Arcadis**, a built environment consultancy who will be providing technical, design and stakeholder engagement support for the project.
- **Arup**, a built environment consultancy who will be providing technical, design and stakeholder engagement support for the project.
- **Cadence PR**, a stakeholder engagement and planning communications consultancy who will be providing stakeholder engagement, consultation and communications support for the project.

We will use data processors to support our activities, for example by providing systems we need or delivering services on our behalf. These processors are:

- **Participatr**, a Bristol-based company which creates digital platforms for public participation in built environment projects. Participatr will be hosting our project website. <https://participatr.co.uk/index.php?contentid=5>

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- **Citizen Space** and **Smart Survey**. Citizen Space and Smart Surveys are online platforms which BCC uses to run public engagement and consultation activities.  
<https://www.delib.net/privacy> and <https://www.smartsurvey.co.uk/privacy-policy>

## 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 are to exercise our tasks which are in the public interest. This information is collected for you in order to enable us to undertake tasks and functions which support or promote democratic engagement in order to deliver more targeted and informed services.

- *Art.6(1)(e) - necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. The overarching legal gateway for the processing is provided by section 111 of the Local Government Act 1972, which allows local authorities "to do anything... which is calculated to facilitate, or is conducive or incidental, to the discharge of any of their functions".*

## 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:

- Personal contact information will be retained for up to three years from the date the information is acquired. After this, your personal information will be deleted.



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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/>