



Privacy Notice Bristol City Council

Privacy Notice Covid-19 Business Support Grants

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 Council 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:

- name
- address
- email address
- telephone number
- bank details
- supplied business information
- National Insurance number
- Tax reference number
- Copies of identity documents

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:



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- your legal representative
- regulatory bodies
- police
- other local authorities
- Landlords, owners or agents of buildings you occupy

How do we use your personal information?

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

Your information will be used so that we can administer the business grant schemes introduced by the Government in response to the Covid 19 pandemic.

Data protection law describes this legal basis as – *Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.*

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:

Your personal data will be shared with the Government Departments on request, and be stored securely. The information will be used by the Government for

- monitoring and evaluation purposes, including, but not limited to, follow up evaluation surveys
- prevention and detection of fraud and/or other criminal activities
- suspension and/or recovery of the grant where necessary

The Government may share information for the purpose of counter fraud activity and debt recovery with other government departments, agencies and/or local authorities.



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Your personal data may be shared with other teams within the council to provide services, comply with our obligations, to ensure our records are kept up to date, to collect debts or to verify your circumstances. We may also share it with other local authorities or debt collection agents if necessary, for the validation of applications or the collection of overpayments. We will share the data with third parties as appropriate, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent. We will use collated data for purposes of activity and performance reporting.

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.

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

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:

- Reliefs and grants relating to Covid-19: 10 years as specified by Department for Business, Energy & Industrial Strategy guidance.
- 10 years as per previous State Aid legislation
- As per individual legislation if different from above

After this, your personal information will be archived.



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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 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/>