



# Privacy Notice Bristol City Council

## **Privacy Notice for Flax Bourton Public and Forensic Mortuary**

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](#).

For Flax Bourton Public and Forensic Mortuary, BCC is a joint data controller with:  
Maria Voisin, HM Senior Coroner for Avon.

## **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
- Phone number
- Email address
- Family details
- Lifestyle
- Social circumstances
- Financial details
- Employment and education details
- Offences and alleged offences
- Criminal proceedings, outcomes, and sentences
- Physical or mental health details
- Racial or ethnic origin
- Religious or other beliefs
- Sexual orientation

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 health providers, regulatory bodies, police, other local authorities, etc.



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## **How do we use your personal information?**

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

- Booking viewings and formal identifications of the deceased
- Documenting consent or agreement to invasive procedures on the deceased and/or conditions/restrictions on viewing or formal identification
- Context, background and supporting information when determining the cause of death
- Supporting you in ensuring your loved-one is taken into the care of your nominated Funeral Director as soon as possible

## **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:

- Consent, waiver, and other forms may be shared with regulatory authorities, such as the Human Tissue Authority or Academy for Healthcare Science, so that they can regulate and have oversight of our activities, ensuring we are acting within the terms of our licence and/or professional registration Viewing or formal identification booking information is not shared with a third party, as it is used in-house to manage appointments
- Context, background and supporting information is shared with specialist doctors called Consultant Histopathologists, who are employed by local NHS Trusts, so that they can carryout autopsies and determine the cause of death on behalf of HM Senior Coroner for Avon

Context, background and supporting information is received from Coroner's Officers who are employed by Avon and Somerset Police. The data we have may include personal details and/or sensitive classes of 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.



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## **Personal information**

Our legal basis for using your personal information is to meet our legal obligations under the [Coroners and Justice Act 2009](#) and the [Human Tissue Act 2004](#).

## **Special category (sensitive) information**

Our legal basis for using your special category (sensitive) information is to meet our legal obligations under the [Coroners and Justice Act 2009](#) and the [Human Tissue Act 2004](#).

## **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:

- Viewing or formal identification booking information – 30 years
- Consent, waiver, and other forms – 30 years
- Context, background and supporting information – 1 month

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 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



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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/>