

# Privacy Notice

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Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other relevant regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected. 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.

Multi Disciplinary 4  
Bristol City Council  
P O Box 3176  
BRISTOL  
BS3 9FS  
[allotments@bristol.gov.uk](mailto:allotments@bristol.gov.uk)

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

To deliver this service, we will process your **name, date of birth (for the purposes of confirming you are over 18 years of age), phone number, email address and postal address**. We are collecting this data because it is necessary to process your application to the waiting list and a current or future tenancy agreement.

If you do not want Bristol City Council to process this data you will not be able to apply for or hold a tenancy for an allotment plot.

We need to share the above data with allotment wardens so they can contact you about any available plots (where applicable) or know that you are the plot holder. If you do not wish this to happen, please be aware that you will experience a long delay to view plots due to availability of Allotment Office staff. Appointments will be restricted to Monday – Friday 10am to 3pm.

In addition to this, failure to allowing sharing of your data as a tenant will mean you will not receive “local” site information from the Allotment Site Warden and matters concerning your plot or your activities may need to be referred to the Allotments Office.

## **How long we will keep your data for:**

We will hold this data for the period of time while you are on the waiting list or hold a tenancy and for a period of up to one year thereafter. After this period is finished, your information will be deleted/archived.

## **Why we need to collect your data:**

We will use this information for the purpose of managing allotments sites and improving services.

## **Who we share your data with and why:**

Your **name, email address and phone number** will be shared with Allotment Site Warden on your site / prospective site so that they can contact you directly because you are a current or prospective tenant.

**If we have obtained your consent to use your data:**

You are freely able to withdraw your consent for us to process your information at any given time. However, removing your consent from any of the following: **name, date of birth (for the purposes of confirming you are over 18 years of age), phone number, email address and postal address** will result in you not being able to apply for or hold a tenancy for an allotment plot.

**Where we have used automated processing or profiling:**

This data is not processed automatically. However, we will determine if you are over the age of 18 years from your date of birth on your application form, which will determine if you are eligible for an allotment tenancy.

**Your 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, and may also have the right to have your data transferred to another data controller.

You have the right 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](http://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:

Bristol City Council  
ICT Commissioning and Information Governance  
P O Box 3176  
BRISTOL  
BS3 9FS  
[Data.protection@bristol.gov.uk](mailto:Data.protection@bristol.gov.uk)

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

V3.1 May 2018