Privacy Notice

(Bristol City Council Travel Plan Residents Travel Survey)

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 the Bristol City Website

What data do we need to collect and use?

To fulfil new development Travel Plan implementation planning obligations, we will collect and use the personal information below:

- housing development names and postcodes
- demographics and equalities information
- email addresses (where optionally provided)

How do we use your personal information?

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

- Monitor travel choices and trends
- Assess the Travel Plan effectiveness
- Improve the Travel Plan initiatives
- Fulfil the Travel Plan planning obligations
- Manage the optional prize draw
- Provide optional further Travel Plan information

Who else might we share your personal information with?

Personal data will not be shared outside of Bristol City Council. Aggregated and anonymised data may be shared with the housing development Developer or

Management Company to fulfill our Travel Plan Implementation planning obligations.

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 on our website.

Personal Information
Our legal bases for using your personal information are to meet our Travel Plan Implementation planning obligations.

How long will we keep your personal information?
We will hold this information for as long as it is needed. In practice this means that your personal information may be retained for the relevant periods listed below:

- Until completion of the survey analysis
- Until completion of the optional prize draw delivery
- Until completion of the optional provision of further Travel Plan information

After whichever is completed last, 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 how we use and share your data and your rights can be found on our Corporate Privacy Notice on our website. 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/

Surveys
Each Survey will invite you to participate; this will be classed as asking for your consent to participate; your information gathered at the time of the survey will be only used for that purpose of the survey and will not assume consent for any other purpose.

Providing survey responses is voluntary. Providing an email address is optional and is only required if you wish to enter the prize draw and/or receive further information.

Details of the purpose and scope of the Survey will be made clear for each

Survey we may ask you to participate in, this will provide you with the details for you to clearly decide if you want to consent to participate in the Survey.

Personal data collected during the survey will be deleted upon the completion of the survey analysis, prize draw delivery and provision of further Travel Plan information (whichever is completed last), and will not be stored or used for any other purpose. Each Survey will request your consent each time you participate.

Participation in our surveys will not impact or influence any future mailing preferences in the future and unless otherwise stated your participation will be anonymous.

Contact details for the Travel Plan team:

- Write to: Travel Plans, Transport Engagement, Bristol City Council, 100 Temple Street, Bristol, BS1 6AN
- Email: travel.plans@bristol.gov.uk