***Privacy Notice Bristol Autism Team***

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:

**Name, Date of birth, Contact details (e.g. phone number, email address), Location data (e.g. Address), Name, Date of birth, Contact details (e.g. phone number, email address), Location data (e.g. Address), Educational Data, diagnosis, date of diagnosis, School and setting,**

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 Schools and Settings, Childrens Services, Health Services.

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

We use this information for one or more of the following reasons:
To ensure that we offer you, your child or the school and setting the right kind of support.

***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:

School and Setting, Children's Services.

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.

Substantial Public Interest or Health and Social Care

***Personal information***

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

**Special category (sensitive) personal information**

Our additional legal bases for using your special category information are substantial public interest/ the delivery of health and social care services/ employment, social security and social protection

***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:

- Information regarding Child education – retain until 25th birthday
- Parent learning course – 6 years
- Hotline emails – 2 years

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. 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
PO Box 3399
Bristol
BS1 9NE

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/