

# Privacy Policy

## Introduction

This document explains how the High Sheriff of Bristol uses data about individuals.

## Why do we need your information?

We use personal data to help organise events in Bristol that celebrate voluntary work across the City, and honour the historic traditions connected to the office of High Sheriff.

## Whose data do we collect?

We hold data on those who have given financial or other support to the office of High Sheriff, and those who might do, whether on behalf of an organisation or personally. Also those within the voluntary sector with whom we would like to engage and members of the public we invite to events.

## How we obtain your data?

The majority of the information we hold about you has been provided directly to us by you, or by those whom you may work for, or organisations you are connected to. Examples include where existing supporters feel you may be interested in supporting our work and suggest your name to us or when you accept an invitation to an event we host.

We also collect data from publicly available sources. Examples include information gathered from a news article or on-line media, including social media like LinkedIn or Twitter. We may also use publicly available directories and information such as the Royal Mail's National Change of Address database and Companies' House.

## What we do with your data and why?

The core purposes of our data processing are to:

send communications to you about events relating to the office of High Sheriff, such as the Legal Service, the Annual Concert, the High Sheriff's reception, and any other events which we believe may be of interest to you.

We may use data obtained other than from you, to ensure that your contact details are up to date, to plan our events and to ensure that appropriate due diligence is carried out to safeguard the reputation of the office of High Sheriff.

We collect the following classes of information:

- name(s) and address, email, phone number and other relevant contact details and preferences,
- occupation, skills and professional activity and network(s),
- information about our relationship with you, correspondence, meeting notes, attendance at events etc.

## Protecting your Data

We keep your data secure in our database with appropriate security mechanisms in place. We do not share your data with anyone else or any other organisation unless it is necessary for the purpose for which you have given us the data or where we are required by law.

We may also appoint other organisations, known as data processors, who provide specific services to us to process your personal data. An example would be providing data to the Quartet Community Foundation, who administer the High Sheriff's Appeal, or to Bristol

Cathedral Trust in connection with the annual concert. They are not allowed to do anything with your data other than that which we have requested.

### **Our responsibilities**

The law requires us to tell you the basis on which we process your data.

- Some activities (for example sending you emails which promote the High Sheriff's interests) require your consent. If the law requires your consent to process data in a certain way then we will obtain it before carrying out that activity.
- The law also allows us to process your data if it is in our legitimate interests to do so, but only so long as we need to and we ensure that our interests are balanced with those of you the individual. Examples would be to log any correspondence you send us and respond accordingly, and process guest information to be able to send out invitations for meetings or events.
- We will keep data for as long as is needed to complete the task for which it was collected and will pass it forward from one High Sheriff to the next, for as long as that relationship exists, or until we no longer need it.

### **Your rights**

The law requires us to tell you that you have a variety of rights about the way we process your data. These are as follows:

- Where our use of your data requires consent, you may withdraw this consent at any time.
- Where we rely on our legitimate interest to process data, you may ask us to stop doing so.
- You may request a copy of the data we hold about you.
- You may stop us processing your personal data for direct marketing.
- You can ask us to correct errors in the data we hold about you and in certain circumstances can ask for the personal data we hold about you to be erased, or you can ask for us to restrict our processing of your personal data or object to the processing.

If you are not satisfied with the way we have processed your personal data then you can complain to the **Information Commissioner's Office**.

**Registration number:** ZB343123

### **Contacting us**

If you have any questions about this privacy notice, about the way in which we process your data, or if you wish to change the way we use your personal data, including how we communicate with you, then please contact us:

**Data controller:** Alex Raikes

#### **Address:**

c/o James Myatt  
GL Law  
6 Queen Square  
Bristol  
BS1 4JE