

The Bristol Standard Quality Improvement Framework

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 in order to process your Bristol Standard submission paperwork and evidence. We are collecting this data because it is necessary to enable us to carry out the Bristol Standard validation process as part of our Early Years' Quality improvement strategy.

The data we collect is the evidence you provide and may include the following anonymised items:

Names of practitioners and qualifications

Practitioners continuing professional development records

Key person records

Observation, Planning and Assessment records

Examples of Individual Education Plans or Education and Health Care Plans

Examples of children's mark-making, artwork and child's voice comments

Parent's comments

Cohort tracking data

Visit notes from professionals (lead teachers, improvement officers and Bristol Standard mentors)

Photographs of practitioners and children engaged in learning

For our central data records we keep a spreadsheet with names and numbers of submissions at validation, Ofsted judgements and names of mentors and validation officers.



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How do we use your personal information?

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

- Validation of your Bristol Standard submission
- To enable us to provide you with feedback following your submission and to issue your validation certificate
- To provide contact details to your mentor enabling them to support you with your Bristol Standard work
- Bristol Standard database of settings on the Bristol Standard journey
- To enable you to use the online forms we keep the submissions you are working on in the secure admin section of The Bristol Standard Online (TBSO) which is part the Bristol EY website

**Our legitimate interests are to support your Bristol Standard journey and to complete validation
Does this apply to us??**

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:

This data will be shared with Bristol Standard mentors and validators on validation day (this includes Bristol City Council Early Years employees, Bristol City Council casual Bristol Standard workers, Bristol City Council Public Health team members, Bristol Standard officers from other local authorities, teachers, PVI managers or practitioners, children's centre teachers, playworkers, childminders all of whom will have a current DBS).

A spreadsheet is compiled at validation and is used for analysis of numbers of settings and impact of engaging with the Bristol Standard. This may be shared with the wider early year's team, Bristol City Council strategic officers, teaching schools and the other local authority officers in the Bristol Standard Family.

We may also use data processors to support our activities, for example by providing systems we need or delivering services on our behalf. These processors are: web designers involved in creating validation forms and systems for the Bristol Standard.

Do we need to name the two individuals we work with



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Will my personal data be sent outside the UK?

Bristol Standard data is not currently 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.

[\[Lawful basis guidance on the Source\]](#)

Personal information **Not sure about this section**

Our legal bases for using your personal information are to **meet our legal obligations/ exercise our tasks in the public interest/enter into or perform a contract with you/ protect your vital interests. [Delete any not relied on – legal bases for processing are found in the ROPA. If you are relying on consent, legitimate interests or vital interests, please contact the IG service for advice. If you are relying on legal obligations/public task please also give the relevant legal gateways]**

Special category (sensitive) personal information/criminal offence personal information [delete if not applicable]

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/vital interests/ made public by individual/legal claims of judicial acts/public health/archiving, research and statistics/official capacity/authorised by law/insert other if not on list **[Delete any not relied on – additional legal bases (conditions) for processing are found in the ROPA. Please contact the IG service for advice when completing this section]]**

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:

We will hold this information on our secure site archive for up to five years or until you have completed a full cycle of The Bristol Standard. The period of time that we will hold this data for will depend on when you have completed a full cycle of The Bristol Standard. After this, your information will be deleted from the site



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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 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

From time to time we will conduct surveys to establish information to assist us in gaining your direct thoughts and opinions on our service.

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. Where Consultant companies (3rd parties) are used by Bristol City Council for a specific survey, these will be specified in the Survey's purpose statement.

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.



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Personal data collected during the survey will be deleted upon the completion of the survey analysis 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

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