

We would like to invite you to take part in a short survey about proposals to improve Fossgate for traders, customers and residents.

As you may already know, there has been some recent changes to the law about what can be done with your personal data.

This means we need to tell you what we will do with the information we collect through the survey and get your consent for this.

You can withdraw your consent at any time through email by contacting [fossgateconsultation@york.gov.uk](mailto:fossgateconsultation@york.gov.uk) or by phone 01904 553447

### **What information we will collect**

Your thoughts and opinions about the proposals.

### **What will we do with the information/why do we want it?**

We will use the information you give us to form the final scheme which will be considered along with the responses to this consultation by the executive member for transport and planning.

Any information we use in presentations or reports will be anonymised and so will not identify any individuals. Some of the responses may relate to the practices of individual businesses, such as loading arrangements and needs, so it may be possible for readers to link those comments to the business that supplied them. However, these will not be linked to any other responses given as part of the consultation. So it may be possible for a member of the public to determine the loading needs of an individual business, but they would not be able to determine how that business responded to any other aspects of the consultation.

We will ensure that it is used for no other purpose and is not disclosed to a third party i.e. other companies or individuals unless we are required to do so by law, for the prevention of crime and the detection of fraud, etc.

### **Why do we need personal information from you?**

We only use your personal information with your explicit and informed consent for the purposes described/as set out in this Privacy Notice, in order to improve services for particular groups of people where they identify appropriate concerns.

### **Where will the information be kept?**

We will keep the information you give us and your personal data in the council's secure network drive and make sure it is unavailable to anyone who should not have access to it.

### **How long will we keep the information for?**

Up to 3 years then we will securely destroy it

### **Your rights**

To find out about your rights under data protection law, you can go to the Information Commissioners Office (ICO) <https://ico.org.uk/for-the-public/>

You can also find information about your rights at <https://www.york.gov.uk/privacy>

If you have any questions about this email, want to exercise your rights, or if you have a complaint about how your information has been used, please contact us at [foi@york.gov.uk](mailto:foi@york.gov.uk) or on 01904 554145 or write to the

Data Protection Officer City of York Council West Offices Station Rise  
York YO1 6GA.