

City of York Council Pavement café licence application – Privacy notice

We will keep this privacy notice under regular review; it was last updated in December 2022. When we use your personal data, City of York Council (CYC) complies with data protection legislation, and is the registered 'Controller'. Our data protection notification is registered with the Information Commissioner's Office (ICO) – reference Z5809563.

Why will information be collected?

The information collected through the Pavement café licence application form is used by Council officers to determine pavement café applications under the Business and Planning Act 2020.

What information will be collected?

Applicants are required to provide information to support the licensing process, this include the name, address and contact details of the licence holder.

This is described here <https://www.york.gov.uk/form/PavementCafeLicence>

What will we do with the information?

The information we collect will be used by officers to assess licence applications and grant of refuse applications. The contact details of the licence holders will also be used by officers to update the licence holders if any changes are required, or any issues are identified with the use of the licensed area.

We will not use the data for any other purpose than stated and will not disclose to a third party i.e. other companies or individuals, unless we are required to do so by law.

Any personal data will not be retained for longer than necessary in relation to the purposes for which it has been collected.

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 can only be accessed by authorised staff.

If you send us any information in a printed/letter format, we will transfer the information you have given onto the Council's secure network drive and then securely destroy the paper copy once the transfer is complete.

How long will we keep the information?

We will keep the information you give us and your personal data for up to three years and then will securely destroy it. Where required or appropriate to, at the end of the retention period, we will pass any relevant information onto the City Archives.

Further Processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, we will provide you with a new notice explaining the purpose and the processing conditions prior to commencing the processing. Where and whenever necessary, we will seek your consent prior to the new processing.

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 or on 01904 554145 or write to: Data Protection Officer City of York Council West Offices Station Rise York YO1 6GA