

Student Roost Travel Survey & Prize Draw Privacy Notice

City of York Council (CYC) current data protection notification is registered with the Information Commissioner's Office (ICO) - reference Z5809563. We regularly review this privacy notice, and it was last updated in November 2023.

CYC is committed to ensuring that personal data is handled in accordance with the principles set out in data protection legislation and guidance from the Information Commissioner's Office (ICO).

This privacy notice tells you what to expect when we collect personal information about you.

CYC is the controller for this information unless we specifically state otherwise in this privacy notice.

You can contact the council's Data Protection Officer by email: information.governance@york.gov.uk, on telephone: 01904 554145, or by post at:

Data Protection Officer

City of York Council

West Offices

Station Rise

York

YO1 6GA

This privacy notice should be read in conjunction with other relevant CYC privacy notices and/or policies and procedures.

When appropriate we will provide a 'just in time' notice to cover any additional processing activities not mentioned in this document.

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How we collect your information

We get information about you from the following sources:

- directly from you when you complete the Student Roost travel survey or enter the accompanying prize draw

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What personal data we process and why

As the travel plan coordinator for The Student Roost City of York Council is collecting data about how staff and students currently travel and encouraging them to choose sustainable modes of travel. We only request contact details from you if you are a) requesting some printed information from us b) have a question about travel in York or c) would like to enter to prize draw which is open to any Student Roost resident or staff member who completes the travel survey.

We ask you for information that is necessary to provide you with information, answer a question or enter you into the drawer such as:

- your name
- contact details (e.g. email address or post box number)

When we identify it is relevant, we may also process certain 'special category' data such as:

- disabilities and/or accessibility

We ask that you:

- give us accurate information
- tell us as soon as possible of any changes
- tell us as soon as possible if you notice mistakes in the information, we hold about you

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Automated decision making

We do not carry out any automated decision making without any human intervention when you apply for free limited bus travel in York or a discount a cycle/equipment purchase.

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Lawful basis for processing your personal data

Any personal data including special category data that we process about individuals is done so in accordance with Article 6 and 9 of the UK GDPR and Schedule 1 of the Data Protection Act 2018 (DPA 2018).

The legal basis for processing your personal data is in accordance with the following:

- Article 6(1)(a) - Consent of the data subject
- Article 6(1)(e) - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

- Article 6(1)(f) - Necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject

The legal basis for processing your special category data is in accordance with the following:

- Article 9(2)(a) - Explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State law
- Article 9(2)(g) - Processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards

Some of the Schedule 1 conditions for processing special category and criminal offence data require an Appropriate Policy Document (APD) to be in place, that sets out and explains the procedures for securing compliance with the principles in Article 5 and policies regarding the retention and erasure of such personal data. This document explains this processing and satisfies the requirements of Schedule 1, Part 4 of the DPA 2018 and supplements this privacy notice.

Our [Appropriate Policy Document](#) provides further information about this processing.

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How long we keep your personal data

We will keep your personal data for 6 years and then we will delete or destroy it securely in line with CYC confidential waste/destruction policies.

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Data sharing

We will only share your personal information with other council services as appropriate, for example Finance Services.

We may also share summary statistics with property developers. This will not identify you or individuals.

In some circumstances, such as under a court order or safeguarding, we are legally obliged to share information. We may also share information about you with third parties including our data processors, government agencies and external auditors. For example, we may share information about you with HMRC for the purpose of collecting tax and national insurance contributions.

We will always satisfy ourselves that we have a lawful basis on which to share the information and document our decision making and satisfy ourselves we have a legal basis on which to share the information.

Additionally, we are required under the Public Records Act 1958 (as amended) to transfer records to the City or National Archives (TNA) for permanent preservation. Some of these records may include the personal data of our current and former employees. Full consideration will be given to Data Protection and Freedom of Information legislation when making decisions about whether such records should be open to the public.

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Data processors or third parties

Where we have third parties providing parts or all of our services for us, we will have contracts in place with them.

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Transfers of personal data

We don't routinely transfer personal data outside of the UK but when this is necessary, we ensure that we have appropriate safeguards in place and that is done in accordance with the UK data protection and privacy legislation.

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How we protect your information

We are committed to keeping your information safe and secure. There are several ways we do this, such as:

- IT security safeguards such as firewalls, encryption, and anti-virus software
- on-site security safeguards to protect physical files and electronic equipment
- training for all staff and elected councillors
- policies and procedures

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Your rights in relation to the processing of your information

To find out about your rights under Data Protection law, you can go to the [Information Commissioners Office](#) website (ICO).

See further information about [your rights relating to your personal information](#).

If you have any questions about this Privacy Notice, want to exercise your rights, or if you have a complaint about how your information has been used, please contact us at information.governance@york.gov.uk or 01904 554145, or write to:

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