

## **Privacy Notice for Fourth Air Quality Action Plan (AQAP4) Consultation**

This privacy notice was completed in November 2023 and will be regularly reviewed. When we use your personal data, 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 is information being collected?**

We are undertaking an **electronic survey to gain feedback** on our draft Fourth Air Quality Action Plan (AQAP4). AQAP4 outlines the action City of York Council (CYC) will take to further improve air quality in York over the next 5 years.

AQAP4 aims to reduce concentrations of air pollutants and exposure to air pollution, thereby improving the health and quality of life of residents and visitors to York.

AQAP4 is a statutory document required by Department for Environment, Food and Rural Affairs (DEFRA), that must be subject to public consultation prior to adoption.

### **What information will be collected?**

We are collecting your opinions, thoughts and feedback on air quality in York and specifically on the **measures proposed in the draft Fourth Air Quality Action Plan (AQAP4)**.

We will collect specific demographic information. Any information you share may help us identify themes in specific groups to aid any future support and will not be used to identify you.

To help us understand who we have consulted with, we will also collect the following information:

#### **If responding in a **personal capacity****

- If you are a York resident / non-York resident
- postcode of home address (optional)

#### **If responding in a **professional or business capacity****

- postcode of work address / business premise (optional)
- the type of organisation or industry you represent.

### **What will we do with the information?**

We are using the information you give us with your consent. You can withdraw your consent at any time by contacting **Public Protection** [public.protection@york.gov.uk](mailto:public.protection@york.gov.uk) (01904) 551525

The information we collect will be included in presentations, statistics and reports. Any presentations, reports and statistics for publication or use outside of the authorised council staff, will be anonymised and cannot be linked back to you, your family or individuals. Reports containing anonymous information may also be shared with the general public and other organisations.

Where we use Survey Monkey to process responses, you can find out how they use your information, at <https://www.surveymonkey.com/mp/legal/privacy/>

If you have completed a paper survey, once you complete and return it to us, we will transfer the information you have given us onto the council's secure network and then destroy confidentially the paper copy.

We will not use the information for any other purpose than set out in this privacy notice and will not disclose 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 detection of fraud, or, in some circumstances, when we feel that you or others are at risk.

### **Storage of information**

We will keep the information you give us in CYC's secure network drive and make sure it can only be accessed by authorised staff.

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

We will keep the information you give us for up to three years and then will securely and confidentially destroy it.

Where required or appropriate, at the end of the retention period we will pass onto the City Archives any relevant information.

### **Further processing**

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

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 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](mailto:information.governance@york.gov.uk) or on 01904 554145 or write to: Data Protection Officer, City of York Council, West Offices, Station Rise, York YO1 6GA.