

## Privacy Notice for Cashless Parking Consultation

This privacy notice was completed in October 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

The council is consulting on whether to move to 'cashless payment ticket machines only' for council owned:

- car parks
- on-street parking meters

### What information will be collected

We are seeking comments and opinions from the public of moving to cashless only payments and their views on the impacts this may have.

### 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 us:

**Email:** parking@york.gov.uk

**Telephone:** 01904 551550

**In person:** West Offices, Station Rise, York, YO1 6GA

All responses will be analysed and a summary included in an appendix to the report for the Executive Member for Economy and Transport.

We may also include information 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 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 [http://www.surveymonkey.com/mp/legal/privacy-policy/?ut\\_source=footer](http://www.surveymonkey.com/mp/legal/privacy-policy/?ut_source=footer)

If you complete 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 for example 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 the council's secure network 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.