

## **Privacy Notice for Air Quality Knowledge Hub**

We will keep this privacy notice under regular review; it was last updated in October 2019. 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?**

This questionnaire has been circulated by the City of York Council Business Intelligence Hub on behalf of Defra and the Low Emission Partnership. We understand that the email address to which this has been sent is your business email address and not a personal email address. If this is not the case please advise us immediately by replying directly to this email and we will delete your details from our records with 7 days of receiving your request.

The Business Intelligence Hub is commissioned to conduct surveys and collect data, at times including personal information, on behalf of various public sector services.

Participation is voluntary and you can choose not to answer some of the survey questions. You can withdraw your consent at any time, by contacting:

[elizabeth.bates@york.gov.uk](mailto:elizabeth.bates@york.gov.uk)

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

Unless you advise us otherwise we will retain your name, work email address and the name of the local authority you work for as a means of contacting you about the Air Quality Knowledge Hub project. We will retain your details for the duration of the project which will run from March 2018 to April 2023.

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

We will only use your details to request your opinion on the Hub content, advise you of related training courses / seminars and to invite you to sign up for membership of the Hub once it is live. We will always store your details securely and will not pass on or sell to third parties.

The information we collect will be included in presentations, reports and performance framework. Any data for publication or use outside of the authorised officers will be anonymised and will not identify any individuals.

We will not use the data for any other purpose than stated and will not disclose to a third party ie other companies or individuals, unless we are required to do so by law for the prevention of crime and detection of fraud, etc.

Online data will be collected using SurveyMonkey. To find out how they use your information, please [click here](#).

**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.

Where you complete a paper copy of a survey 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 onto the City Archives any relevant information

**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 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 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:

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