

Privacy Notice for Our City Communications survey

We will keep this privacy notice under regular review; it was last updated in March 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.

If you have any questions about this Privacy Notice or wish to withdraw your consent email duncan.mcintyre@york.gov.uk.

Personal data

We (City of York Council) distribute **Our City**. We will collect personal data about you through the Communications Survey. This privacy notice explains how we will use your personal data.

Collecting personal data

The data we collect about you is as follows.

Communication preferences form:

- How well informed you feel you are
- What methods of communication you currently prefer
- How useful and informative you think Our City is
- How interested you are in news from the Council
- How you would prefer to receive future updates

Using personal data

The personal data you give us will be used by City of York Council to:

- Find out how useful you find Our City
- Assess how effective Our City is as a way of delivering information to residents of York
- Find out how you currently receive information and updates, to produce statistics indicating whether there are better ways to provide you with updates
- Determine what methods of communication would suit you best

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

Sharing personal data

The personal data will only be used by City of York Council's Communication Team. Other teams and organisations will not receive your data.

Sharing data under Data Protection legislation

We may be required or permitted, under data protection legislation, to disclose your personal data without your explicit consent, for example if we have a legal obligation to do so, such as for:

- law enforcement
- fraud investigations
- regulation and licensing
- criminal prosecutions

- court proceedings

Our legal basis for collecting and sharing personal data

City of York Council use your personal data because as a participant you're asking us to do something on your behalf.

We may not be able to do what you've asked us to do if you don't provide us with your personal data and use it as described in this Privacy Notice.

Retaining personal data

City of York Council will keep your data for 3 years after your last contact with us, which could be for any of the above listed services and reasons.

This means if we don't hear from you in that time period, we'll delete your personal data from our database.

Further processing of personal data

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice or by another Service Privacy Notice, then we'll provide you with a new notice.

The new notice will:

- explain this new use before we start the processing
- set out the relevant purposes and processing conditions

Where and whenever necessary, we'll seek your consent to the new processing, if we start to use your personal data for a purpose not mentioned in this Privacy Notice.

Your rights relating to personal data

When we collect your personal data we'll tell you how we are going to use it. Where we process your personal data, you have a number of rights under data protection law. 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