

Privacy Notice for Acomb Front Street – Adopted and Privately Maintained Highway Footpath Areas

This privacy notice was completed in February 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 Acomb Front Street Project is writing to landowners to **start a conversation** and gauge responses to a number of questions relating to improvements in Front Street.

You can find out more and see fortnightly updates on progress with the current improvement works on Front Street via www.york.gov.uk/AcombFrontStreet

What information will be collected?

We will collect

- Your name:
- Your email address:
- Address(es) of your property(ies) on Front Street including the name of business and address
- Your feedback, opinions, and suggestions for Acomb Front Street.

In addition, we will ask separately for your consent and to provide your name and contact email address if:

- you want to be contacted with the results of the survey and/or
- we can contact you about the content of your responses to the survey and/or
- you want to be informed about the project going forward

These are voluntary and you do not have to agree to this.

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 acombfrontstreet@york.gov.uk

The information collected will be included in presentations, statistics, and reports, as well as being used to shape future policies and strategies, and City of York Council's approach to supporting local communities in the future.

Any presentations, statistics and reports 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.

We are using 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

A paper copy of this survey can be requested by telephoning 07517464939 or emailing acombfrontstreet@york.gov.uk

If you complete and return a paper survey 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 or on 01904 554145 or write to: Data Protection Officer, City of York Council, West Offices, Station Rise, York YO1 6GA.