

Privacy Notice for Removal of Free Discretionary Transport to Tadcaster Grammar School

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?

To gather feedback from interested parties to inform the Executive Member when making a decision about the removal of free discretionary home to school transport to Tadcaster Grammar School.

What information will be collected?

We are collecting

- The locality of home addresses
- Child National Curriculum Year Groups
- School attendance preferences
- If the family is on a low income
- If a child has an Education, Health and Care Plan
- your opinions and thoughts / your feedback

What will we do with the information?

The data we receive from this survey will be analysed and the results used to inform our Free Discretionary Transport to Tadcaster Grammar School report.

We are using the information you give us with your consent. You can withdraw your consent at any time by contacting cyp.transport@york.gov.uk

The information we collect will be included in a report. 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 http://www.surveymonkey.com/mp/legal/privacypolicy/?ut_source=footer

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 or on 01904 554145 or write to: Data Protection Officer, City of York Council, West Offices, Station Rise, York YO1 6GA.