

City of York Council proposed Street Works Permit Scheme consultation – Privacy notice

We will keep this privacy notice under regular review; it was last updated in August 2020. 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 consultation is conducted in line with the Traffic Management Permit Scheme (England) Regulations 2007, Part 2, Section 3 (Regulation 3), which states:

“Prior to submitting a permit scheme to the Secretary of State under section 33 of the 2004 Act, the Permit Authority shall consult:

- a) every person who carries out works in the proposed specified area from time to time, to the extent the Permit Authority is aware of them doing so;*
- b) every local authority other than the Permit Authority in whose area is situated any street to which the proposed permit scheme relates;*
- c) where any street to which the proposed permit scheme relates is in Greater London, Transport for London;*
- d) where any street to which the proposed permit scheme relates is in the passenger transport area of a Passenger Transport Executive, the relevant Passenger Transport Executive;*
- e) the emergency services which operate in the proposed specified area;*
- f) the Secretary of State;*

and such other persons as the Permit Authority considers appropriate”.

The consultation documents present the proposed Street Works Permit Scheme for City of York Council (under the Traffic Management Act 2004). Stakeholders listed above as well as any other interested parties are invited to provide comments by emailing streetworks@york.gov.uk.

Participation is voluntary and you can withdraw your consent at any time, by contacting: business.intelligence@york.gov.uk or 01904 551550.

What information will be collected?

We are inviting comments on the draft Street Works Permit Scheme for City of York Council (under the Traffic Management Act 2004).

What will we do with the information?

The information we collect will be included in a consultation report as required under the Traffic Management Permit Scheme (England) Regulations 2007, Part 2, Section 4 (Regulation 4), which states: *“When submitting a permit scheme under section 33(1) or (2) of the 2004 Act, the Permit Authority shall provide the Secretary of State with (...) a summary of the responses received to the consultation undertaken under regulation 3 and of the changes made to the permit scheme following that consultation”.*

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 i.e. other companies or individuals, unless we are required to do so by law.

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.

If you send us a printed letter in response to this consultation, 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 or on 01904 554145 or write to: Data Protection Officer City of York Council West Offices Station Rise York YO1 6GA