

## **Privacy Notice for Taxi Licensing Policy**

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?**

As the Council regulated the number of hackney carriage vehicle licences issued, in accordance with best practice requirements unmet demand survey are undertaken, that last survey took place in 2017. Following the results of this survey Members of Licensing and Regulatory Committee asked Officers to undertake a public consultation to gauge views on whether the Council should continue to regulate licences. The results of this consultation will help shape future policy decisions.

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: [licensing@york.gov.uk](mailto:licensing@york.gov.uk) or 01904 552422.

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

We are only seeking the public's opinion on matters relating to taxi licensing, for example if they believe there are enough hackney carriage vehicles in York, if more licences should be released, are there an adequate number of taxi ranks.

We are not collecting personal information as part of this survey.

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

The information we collect will be included in presentations and reports to help shape Licensing Policy.

The findings of the survey may be shared with a company engaged by the Council to undertake future unmet demand surveys.

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