

Privacy Notice for City of York Council Hazel Court Staff

This privacy notice was completed in August 2022 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 council intends to provide numerous electrical charging points to support the new electric (fleet) vehicles. As consequence of these works the number of available spaces will be reduced; therefore, the current car park policy and prioritisation of use will be reviewed to ensure appropriate building users, fleet vehicles are allocated space to meet the service needs.

A staff survey of building users is proposed to identify specific needs and for staff views be considered in the development of a new car park policy for the site.

What information will be collected?

We will collect information about you including

- Team name
- Home post code
- Your opinions and feedback on how staff travel **to** work
- Your opinions and feedback on how staff travel **at** work
- Any disability issues

What will we do with the information?

The information will enable new car parking policy to reflect the needs of the Service Areas, mobility issues and hopefully address some of the concerns raised by building users.

We are using the information you give us with your consent. You can withdraw your consent at any time by contacting [mail 3333@york.gov.uk](mailto:3333@york.gov.uk)

The information we collect will be include in presentations. statistics and reports. 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 or individuals. Reports containing anonymous information may also be shared 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/privacypolicy/?ut_source=footer

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