

Privacy Notice for Scarborough Bridge to Bootham Park Walking & Cycle Route Improvements

We will keep this privacy notice under regular review and it was last updated in September 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?

City of York Council, in partnership with the West Yorkshire Combined Authority City Connect programme, are proposing to improve the cycle and pedestrian route between York Station and Bootham Park, York Hospital and the city centre. We are asking for your feedback on our plans, which will help inform the current plans and provide an opportunity to identify any issues that we are not aware of.

What information we will be collected?

We are collecting comments and feedback about the proposals from all interested parties (residents, users, businesses etc).

We are also asking some questions about you to help us identify themes in specific groups and better understand our population. This information will not be used to identify you. Participation is voluntary and you may choose not to answer or select 'prefer not to say' to any question. You can withdraw your consent at any time, by contacting: richard.holland@york.gov.uk.

What will we do with the information?

The information we collect will be used to inform the direction of the project and may be included in presentations, reports and performance framework. Any data for publication or use outside of the authorised offices 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 for the prevention of crime and detection of fraud, etc.

The Business Intelligence Team complete around 50 surveys on behalf of council teams and departments every year. They do not compare or bring together any personalised information returned across these various surveys. Each survey is dealt with independent of other surveys taking place.

Online data will be collected using SurveyMonkey. To find out how they use your information, please contact https://www.surveymonkey.com/mp/legal/privacypolicy/?ut_source=footer

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 submit written feedback, 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