

Privacy Notice for the Survey of Users of Public Footpath Copmanthorpe 2

This privacy notice was completed in June 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?

The information is being collected to assess the impact of Network Rail's proposed change to public footpath Copmanthorpe 2 on people with protected characteristics as defined by the Equalities Act. Network Rail are proposing to close the current Bishopthorpe level crossing of the East Coast Mainline near the centre of Copmanthorpe. Their proposal to replace this with a stepped footbridge at the northern end of Yorkfield Lane, some distance from the village centre, is going to be examined at a public inquiry later in 2023.

What information will be collected?

We are collecting

- Information about whether you use the existing level crossing and your protected characteristics and if you find the current crossing easy to use
- If you don't use the current crossing, why don't you use it

Your comments, opinions and feedback on the proposed stepped footbridge and the impact it will have on your use of the public footpath.

We are also asking you if you want to take part in a more detailed interview with a council officer about your use of the crossing and your view of Network Rail's proposed changes

What will we do with the information?

We are using the information you give us with your consent. You can withdraw your consent at any time by contacting The Rights of Way Officer, Rights of Way Team, rightsofway@york.gov.uk, 01904 551550

The information we collect will be included in presentations, statistics and reports. Any presentations, reports and statistics for publication or use outside of the authorised council staff, will be anonymized and cannot be linked back to you or individuals. This includes anonymized reports that we will share with our legal representatives/Barrister, equalities consultant and bridge engineer. Reports containing anonymous information may also be shared with the general public and other organisations. These fully anonymized reports will also be made available to the public inquiry being held later this year.

Where we use Survey Monkey to process responses, you can find out how they use your information, at <http://www.surveymonkey.com/mp/legal/privacy->

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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 for up to seven years following the conclusion of the public inquiry 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.