

## **Privacy Notice for Smokefree Play parks consultation**

We created this privacy notice in November 2020 and we will keep it under regular review.

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?**

To help us create a smoke free generation in York, we are exploring the introduction of smoke free zones in the areas of the city where smoking is likely to be most visible or harmful. A smoke free zone is an outdoor space where no-one smokes or uses an e-cigarette. It will be operated under a voluntary code, with no enforcement action. This consultation aims to collect the views of the residents of York on this proposal to enable us to take a decision on whether to implement it or not.

### **Why do we need personal information from you?**

We only use your personal information with your explicit and informed consent for the purposes as set out in this Privacy Notice. Participation is voluntary and you can choose not to answer some of the questions. You can also withdraw your consent at any time by contacting [Karen.robinson@york.gov.uk](mailto:Karen.robinson@york.gov.uk).

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

We will collect information about you to tell us if the responses to the consultation represent the population in York. We will ask whether you are a smoker or use an e-cigarette, and your opinions on the proposal itself. The consultation will be open to all online, and we will promote it within the city.

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

The information we collect will be included in presentations 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, your family or 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.

Online data will be collected using SurveyMonkey. To find out how they use your information, please go to

[http://www.surveymonkey.com/mp/legal/privacy-policy/?ut\\_source=footer](http://www.surveymonkey.com/mp/legal/privacy-policy/?ut_source=footer).

### **Storage of information**

We will keep the information you give us in council's secure network drive and make sure it can only be accessed by authorised council staff.

If you have completed a paper survey, once you complete and return it to us, we will transfer the information you have given us onto the council's secure network drive and then destroy the paper copy.

### **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.

### **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, 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.

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.