

We would like to invite you to take part in a short survey about the STEP Supplier Day, held on 23 November 2018 at the National Railway Museum, York.

As you may already know, there has been some recent changes to the law about what can be done with your personal data.

This means we need to tell you what we will do with the information we collect through the survey and get your consent for this.

You can withdraw your consent at any time through email by contacting step@york.gov.uk or by phone 01904 553447

What information we will collect

Your thoughts and opinions about the event

What will we do with the information/why do we want it?

Any information we use in presentations or reports will be anonymised and so will not identify any individuals.

We will ensure that it is used for no other purpose and is not disclosed 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 the detection of fraud, etc.

Why do we need personal information from you?

We only use your personal information with your explicit and informed consent for the purposes described/as set out in this Privacy Notice, in order to improve services for particular groups of people where they identify appropriate concerns.

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 is unavailable to anyone who should not have access to it.

How long will we keep the information for?

Up to 3 years then we will securely destroy it

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 the

Data Protection Officer City of York Council West Offices Station Rise York YO1 6GA.
