

## **Privacy Notice for Bootham/Gillygate TSAR Consultation**

We will keep this privacy notice under regular review; it was last updated in July 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?**

The traffic signals at the junction of Bootham, Gillygate and St Leonards Place require replacement as they are life expired. At the same time as the signals are replaced, there is a possibility to consider possible changes to the junction layout in order to improve pedestrian safety in the area. Two preliminary design options have been produced and we wish to determine which of these is preferred amongst users of the junction as well as residents and business owners whose property is in close proximity to the junction.

Participation is voluntary and you can choose to provide as much or little information as you wish. You can withdraw your consent at any time, by contacting: victoriabar@york.gov.uk or 01904 55 4039.

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

We will ask for information (your ideas and comments) relating to:

- The two preliminary design options put forward
- Issues you have when using the junction at present
- Whether you support the reallocation of road space at the junction to pedestrians and cyclists

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

The information we collect will be included in a report to the Executive Member for Transport so that the Member can make an informed decision on the renewal of traffic signals at the junction. This report may be published publically. Any data for publication in the report or use outside of the authorised officers collecting the feedback 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.

Digital data will be collected via e-mail using tsar@york.gov.uk, hand written data will be collected via post at TSAR Programme, Transport Systems, Corporate Directorate of Economy and Place, West Offices, York, YO1 6GA and shall be scanned in and kept with the digital data. The physical letter will then be destroyed.

### **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.

### **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](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