

## **Privacy Notice for Restoring Blue Badge Access consultation**

This privacy notice was completed in July 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?**

We (City of York Council) are proposing changes to Blue Badge holder access to the city centre and so need to make you aware of them and invite you to answer some questions on the principles which will govern the way in which we restore Blue Badge holders' access to the city centre as it was in 2021.

Your responses are being collected to inform decisions on how these changes will take place.

Feedback gathered through this consultation will also be used to help shape a report to go to the Council's Executive in October 2023.

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

The consultation asks for your preferences and opinions about the principles relating to restoring Blue Badge holders' access to the city centre.

Taking part in this Restoring Blue Badge Access consultation is voluntary and you can choose not to answer some of the questions.

### **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 [restoring.BBaccess@york.gov.uk](mailto:restoring.BBaccess@york.gov.uk).

The information we collect will be collated and included in presentations, reports and published as part of the council's open democratic decision making. Any data for publication or use outside of the authorised officers will be anonymised and will not identify any individuals.

Online data will be collected using SurveyMonkey. To find out how they use your information, please click [here](#).

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

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 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, 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 or by another Service Privacy Notice, then we'll provide you with a new notice.

The new notice will:

- explain this new use before we start the processing
- set out the relevant purposes and processing conditions

Where and whenever necessary, we'll seek your consent to the new processing, if we start to use your personal data for a purpose not mentioned in this Privacy Notice.

### **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](mailto: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.