

Castle Gateway Survey Privacy statement

We would like to invite you to take part in a short survey which will help to shape the final planning application for work package one of the Castle Gateway regeneration scheme. This covers St George's Field, the Castle Mills site and the bridge connecting it to the Castle area over the River Foss.

As you may already know, there have 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 us by email gareth.wilce@york.gov.uk or by phone 01904 552005

What information we will collect

Your thoughts and opinions about the future of the design of buildings and public space on the sites. We will share this information with our partners on the Castle Gateway Advisory Group, our architects and the local engagement organisation My Future York. They will only use this data as described in this privacy notice, and not for any other purposes.

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

We will use the information you give us to form a brief for the site, which we hope will shape future development on the site. 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 for example other companies or individuals unless we are required to do so by law, for the prevention of crime and the detection of fraud.

Why do we need personal information from you?

You don't have to provide your contact information in order to participate. We only use your personal information with your explicit and informed consent for the purposes described/as set out in the project privacy notice below.

Castle Gateway Project Privacy Notice – January 2019

We keep our privacy notice under regular review and it was last reviewed and updated in January 2019.

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**. Our data protection officer contact details are shown at the end of this privacy notice

What personal data do we collect about you and how we will use it?

We will collect different data depending on the reason for your contact and continued engagement. Your data may be collected at public engagement events or organised workshop sessions, and used to keep you informed on the project and invite you to future events coordinated by or in part by Castle Gateway.

This may simply mean asking for your name and address but for some activities we will need more personal data, including email addresses and contact telephone numbers.

We use your personal data for the following purpose(s):

- managing, responding and recording enquiries from businesses, community groups and the public in general
- procuring services at the best price
- in partnership with third party operators, manage information to ensure the safe delivery of events and services, including to facilitate the safe and timely access arrangements at sites across Castle Gateway project.
- conducting consultations using data to target research at specific customer groups
- to invite you to join small project groups and get involved with activities relating to the Castle Gateway project.
- distributing information to you in formats you have consented to receive and about subjects that you have consented to hear about
- communicating with you on social media in line with the terms and conditions of those social media sites

In the case of photos and videos, with your consent we may use this to create communications products such as social media posts, advertising, leaflets, digital marketing and printed marketing.

The data we collect may be included in reports, in our performance framework and to identify potential project enhancement. We will never use your name or any other personal identifiable information in any reports. Data will be anonymised and will not identify individuals. We 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.

What is our legal basis for using your personal information?

We will use your personal data because you are asking us to do something on your behalf or where we need to, we will have asked for your explicit and informed consent. We will only use your personal data for the purposes described and as set out in this privacy notice.

We may not be able to do what you have asked us to do if you do not provide us with your personal data and use it as described in this privacy notice.

In some cases, we may need to use your personal data to ensure that we are complying with our legal obligations

When will we share your personal data?

We will share personal data about you with other council services, the Castle Gateway Advisory Group and external organisations such as the University of Leeds.

City of York Council and the University of Leeds are working together as My Castle Gateway, the ongoing public engagement for the Castle Gateway project.

Personal data may be shared in order:

- to invite you to events or record attendance at relevant workshops and events in order to capture and involve interested and associated parties in shaping our future plans.
- to introduce and facilitate a coordinated approach between parties involved in neighbouring developments and projects
- to share and promote new ideas and opportunities amongst community groups and individuals related to the Castle Gateway project.

We may be required or permitted, under data protection legislation, to disclose your personal data without your explicit consent, e.g. if we have a legal obligation to do so, such as law enforcement, fraud investigations, regulation and licensing, criminal prosecutions and court proceedings or in an emergency situation, with social carers, health personnel or the emergency service.

The council must protect public funds and may use personal data and data-matching techniques to detect and prevent fraud, collect taxes and ensure public money is targeted and spent in the most appropriate and cost-effective way. To do this, your personal data may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police.

We do not pass or sell any personal data to third parties for marketing, sales or any other commercial purposes without your prior explicit consent.

How long do we keep your personal data?

We will keep your personal data for 3 years after the end or closure of this project and we will then delete or destroy it securely.

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, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior 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 foi@york.gov.uk or on [01904 554145](tel:01904554145) or write to the

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