

Privacy Notice for Langley Gate Residents Travel Survey and Prize Draw

City of York Council (CYC) current data protection notification is registered with the Information Commissioner's Office (ICO) – reference Z5809563. We created this privacy notice in March 2024 and regularly review it.

CYC is committed to ensuring that personal data is handled in accordance with the principles set out in data protection legislation and guidance from the Information Commissioner's Office (ICO).

This privacy notice tells you what to expect when we collect personal information about you. It applies to the Langley Gate Residents Travel Survey and Prize Draw.

CYC is the controller for this information unless we specifically state otherwise in this privacy notice.

You can contact the council's Data Protection Officer at information.governance@york.gov.uk or 01904 554145, or write to:

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

This privacy notice should be read in conjunction with other relevant CYC privacy notices and/or policies and procedures.

When appropriate we will provide a 'just in time' notice to cover any additional processing activities not mentioned in this document.

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How do we get your information

We get information directly from you when you take part in the Langley Gate Residents Travel Survey and Prize Draw.

What personal data we process and why

As part of this resident's travel survey we will collect:

- your name
- your contact details
- your opinions and thoughts
- your feedback

We will also ask for other information about you, but you can choose not to answer any or all of those questions.

When you enter the prize draw, we will collect and use the following information about you:

- Your contact details such as email address or phone number
- Your name

We will only use this to carry out the prize draw and to contact the winners by 20th April 2024.

If you win the prize draw, we will contact you to ask your permission about the following appearing in publicity (e.g. in the local paper and on www.itravelyork.info):

- To see if your name can be quoted about the winners
- To see if you will provide an anecdote about taking part in the survey or about how you feel about winning.

Automated decision making

We do not carry out any automated decision making as part of this survey.

Collecting information automatically

Please see our cookies page for further information about the information we collect automatically when you use our website.

Childrens' information

Where we provide services directly to children or young people, the

information in the relevant parts of this notice applies to children and young people, as well as adults.

Lawful basis for processing your personal data

Any personal data including special category data that we process about individuals is done so in accordance with Article 6 and 9 of the UK GDPR and Schedule 1 of the Data Protection Act 2018 (DPA 2018).

The legal basis for processing your personal data is in accordance with the following:

- Article 6(1) your consent
- Article 9(2) your consent

Some of the Schedule 1 conditions for processing special category and criminal offence data require an Appropriate Policy Document (APD) to be in place, which sets out and explains the procedures for securing compliance with the principles in Article 5 and policies regarding the retention and erasure of such personal data. This document explains this processing and satisfies the requirements of Schedule 1, Part 4 of the DPA 2018 and supplements this privacy notice.

How long we keep your personal data

We will only keep your information for three years and then will securely and confidentially destroy it.

Data sharing

We are working with the developer of the site Miller Homes and have an agreement in place with them to conduct residents travel surveys.

The information we collect will be included in presentations and reports. Any presentations, reports and statistics for publication or use outside of the authorized council staff, will be anonymized and cannot be linked back to you or individuals. Reports containing anonymous information may also be shared with the general public and other organizations.

If you completed a paper survey, once you complete it 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 keep the information you give us in CYC's secure network drive and make sure it can only be accessed by authorized staff.

In some circumstances, such as under a court order or safeguarding, we are legally obliged to share information. We may also share information about you with third parties including our data processors, government agencies and external auditors.

We will always satisfy ourselves that we have a lawful basis on which to share the information and document our decision making.

Additionally, we are required under the Public Records Act 1958 (as amended) to transfer records to the City or National Archives (TNA) for permanent preservation. Full consideration will be given to Data Protection and Freedom of Information legislation when making decisions about whether such records should be open to the public.

Data processors and or third parties

Where we have third parties providing parts or all of our services for us, we have contracts or agreements in place with them such as

Where we use Survey Monkey to process responses, you can find out how they use your information, at <https://www.surveymonkey.com/mp/legal/privacy/>

Where we use Microsoft 365 to record and /or transcribe we will let you know and you can find more details at [City of York Council Microsoft Office 365 \(MS365\) Teams Meeting including recording and transcription privacy notice – City of York Council](#)

Miller Homes [Privacy Policy | Data Protection Policy | Miller Homes](#)

Transfers of personal data

We do not routinely transfer personal data outside of the UK but when this is necessary, we ensure that we have appropriate safeguards in place and that is done in accordance with the UK data protection and privacy legislation.

How we protect your information

We are committed to keeping your information safe and secure. There are several ways we do this, such as:

- IT security safeguards such as firewalls, encryption, and anti-virus software
- on-site security safeguards to protect physical files and electronic equipment

- training for all staff and elected councillors
- policies and procedures

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 or 01904 554145, or write to the:

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