

## **Privacy Notice for Our Big Conversation: Strategy Consultation**

We will keep this privacy notice under regular review; it was last updated in June 2022.

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.

If you have any questions about this Privacy Notice or wish to withdraw your consent email [claire.foale@york.gov.uk](mailto:claire.foale@york.gov.uk).

### **Personal data**

We (City of York Council) distribute Our City, the resident newsletter, and have published the draft Economic Strategy, the draft Climate Change Strategy and the draft Health and Wellbeing Strategy for your information.

### **Why will information be collected?**

Our Big Conversation: Strategy Consultation is completely anonymous and does not ask for personal information. Participation is voluntary and you can choose not to answer some of the survey questions.

You can withdraw your consent at any time, by contacting: [business.intelligence@york.gov.uk](mailto:business.intelligence@york.gov.uk) or 01904 551550.

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

The consultation asks for your personal thoughts and opinions about the draft strategies published on the website <https://www.york.gov.uk/10YearStrategiesConsultation> and available in Explore Library (York, Acomb and Clifton).

Feedback gathered through the Strategy Consultation will also be used to help shape the budget for 2023/24.

You will be able to opt-out of sharing your personal data.

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

The information we collect will be 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. We will not use the data for any other purpose than stated and will not disclose to a third party ie other companies or individuals, unless we are required to do so by law for the prevention of crime and detection of fraud, etc.

Online data will be collected using SurveyMonkey.

To find out how they use your information, please click [here](#).

## **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. Where you complete a paper copy of a survey we will transfer the information you have given onto the council's secure network drive and then securely destroy the paper copy once the transfer is complete.

## **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

## **Sharing data under Data Protection legislation**

We may be required or permitted, under data protection legislation, to disclose your personal data without your explicit consent, for example if we have a legal obligation to do so, such as for:

- law enforcement
- fraud investigations
- regulation and licensing
- criminal prosecutions
- court proceedings

## **Our legal basis for collecting and sharing personal data**

City of York Council use your personal data because as a participant you're asking us to do something on your behalf. We may not be able to do what you've asked us to do if you don't provide us with your personal data and use it as described in this Privacy Notice.

## **Retaining personal data**

City of York Council will keep your data for 3 years after your last contact with us, which could be for any of the above listed services and reasons. This means if we don't hear from you in that time period, we'll delete your personal data from our database. Further processing of personal data 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 relating to personal data**

When we collect your personal data we'll tell you how we are going to use it. Where we process your personal data, you have a number of rights under data protection law. 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