

Privacy Notice for Bus Network Review consultation

This privacy notice was completed in December 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 to make service amendments to a small number of bus routes across the city. Because of this, we need to make you aware of the proposals and ask for your views on the changes we are proposing. Only the following bus routes are affected: 1, 11, 12, 13, 14, 16, 19, 24, 25, 26.

Feedback gathered through this consultation will also be used to help shape a report to go to Council in early 2024. Once finalised, the changes will be arranged with local bus operators and will also inform future bus procurement and tendered contracts.

What information will be collected?

The consultation asks for your opinions about proposed changes to the following bus routes: 1, 11, 12, 13, 14, 16, 19, 24, 25, 26.

Taking part in this 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 CYCAccessTeam@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 Survey Monkey. 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 or on 01904 554145 or write to: Data Protection Officer, City of York Council, West Offices, Station Rise, York YO1 6GA.