

Privacy Notice for consultation of the City of York Council Enforcement Policy

This privacy notice was completed in June 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?

It is a legal requirement of the Regulators' Code which came into statutory effect on 6 April 2014 under the Legislative and Regulatory Reform Act 2006 that Local Authority regulators consult on any changes to their enforcement policy with those they regulate. The information is being collected as part of a refresh of the enforcement policy including our general approach to enforcement, action that consists of formal enforcement action and instances where formal enforcement action may be considered even on the first occasion.

What information will be collected?

We are collecting your comments and feedback on the draft Policy.

We will also ask for information about you, including your age range, what gender you identify as, sexual orientation and ethnic group. This will help us understand how different groups respond to our survey.

Participation is voluntary and you can choose not to take part at all or not to answer any of the questions during the survey.

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 Public Protection at public.protection@york.gov.uk.

The information we collect will be included in the report taken to Executive members for consideration. Any reports for publication or use outside of the authorised council staff will be anonymised and cannot be linked back to individuals.

Reports containing anonymous information may also be shared with the general public and other organisations. We will protect it and make sure nobody has access to it who shouldn't and we will not keep it for longer than is necessary.

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.

You can find out more about how the City of York Council uses your information at <https://www.york.gov.uk/privacy>.

Storage of information

We will keep the information you give us in CYC'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 for up to five years and then will securely and confidentially 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 information for a new purpose, not covered by this Privacy Notice, we will provide you with a new notice explaining the purpose prior to commencing the processing and the processing conditions. Where and whenever necessary, we will seek your consent prior to the new processing.

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 on 01904 554145 or write to: Data Protection Officer, City of York Council, West Offices, Station Rise, York YO1 6GA.