

Privacy Notice for York's – Our Big Transport Conversation / Local Transport Strategy consultation

This privacy notice was completed in November 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?

Responses to the consultation will help shape the City of York Local Transport Plan, a statutory document which will be submitted to the Department for Transport in 2024.

What information will be collected?

We will collect your opinions, comments and feedback and only ask for your name and contact details e.g your email address, if you want a response from us to any of your comments in this consultation.

We will also collect postcode and demographic data during the consultation to ensure we are reaching all communities and where we are not, whether targeted consultation eg in a specific ward, or to older people, etc could be arranged.

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 ourbigconversation@york.gov.uk

We are working with Delib/Citizen Space to provide the online engagement platform for this consultation. We have an agreement in place with them and you can find their privacy notice details at https://www.delib.net/legal/privacy_notice

If you complete this consultation using other methods such as via events, letters, paper etc, we will transfer the information onto the Delib/Citizen Space platform and then confidentially and securely destroy it.

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

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 securely in the council's secure network or in Delib/Citizen Space secure network 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 three 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 or on 01904 554145 or write to: Data Protection Officer, City of York Council, West Offices, Station Rise, York YO1 6GA.