

NAVIGATION ROAD CYCLE & PEDESTRIAN IMPROVEMENTS CONSULTATION - PRIVACY NOTICE

This privacy notice was completed in November 2020 and will be regularly reviewed.

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**.

Why is information being collected?

For consultation about Cycle & Pedestrian Improvements in the Navigation Road area.

What information will be collected?

We will ask for your postcode and your opinions and comments on the proposed Cycle and Pedestrian improvements in the Navigation Road area. Participation is voluntary and you can choose to not answer any 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 the Transport Planning team at transport.planning@york.gov.uk or by writing to: Navigation Road Cycle & Pedestrian Improvements Consultation, c/o Transport Team, City of York Council, West Offices, Station Rise, York YO1 6GA.

The information we collect will be analysed and included in presentations, and reports and for the decision making by the Executive Member for Transport (<https://www.york.gov.uk/executive#dagorne>). Any presentations or reports 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 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.

Where we use Survey Monkey to process responses, you can find out how they use your information, at http://www.surveymonkey.com/mp/legal/privacy-policy/?ut_source=footer

If you have completed a paper 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.

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 12 months 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.

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 foi@york.gov.uk or on [01904 554145](tel:01904554145) or write to the Data Protection Officer

City of York Council

West Offices

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