

Privacy Notice for City of York Council Public Tree Giveaway

This privacy notice was completed in February 2022 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 are providing this registration service to invite residents and interested parties to register their details for a tree collection service under a 'Tree Giveaway' run by City of York Council.

Please visit our Tree Giveaway webpage for all information on the Tree Giveaway event including guidance about planting your tree.

<https://www.york.gov.uk/TreeGiveaway>

What information will be collected?

We will collect information about you including

- your name, address, post code
- your email address
- the location the tree is to be planted

We will also ask you to confirm that you will only plant the tree on private property and are either the landowner or have permission from the landowner.

What will we do with the information?

The information will be used to inform us of who is collecting the tree, your collection location and what time block you have confirmed your tree to be collected in. We will use your email address to remind you of your booking ahead of the event. We will also use this information to ensure that your tree will be planted on private property and not public land, and that you are either the landowner or have landowners permission to plant a tree.

We will protect this information and make sure nobody has access to it who shouldn't and we will not keep it for longer than is necessary.

We are using 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

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.

The information we collect may be included in **presentations and reports**. Any presentations 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 general public and other organisations.

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