

## Privacy Notice for TryBus Application

We will keep this privacy notice under regular review; it was last updated in April 2019. 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.

If you have any questions about this Privacy Notice or wish to withdraw your consent email [duncan.mcintyre@york.gov.uk](mailto:duncan.mcintyre@york.gov.uk).

### Personal data

We (City of York Council) run the **TryBus** scheme. We will collect personal data about you during the application process and through follow up surveys. This privacy notice explains how we will use your personal data.

### Collecting personal data

The data we collect about you is as follows.

Application form:

- Name, employer, workplace postcode, home postcode
- How you travel/commute during the week, e.g. cycle, car
- Why you don't commute by bus
- Ethnicity, age, disability (all optional)

Follow up surveys:

- Name, home postcode
- How you travel/commute during the week, e.g. bus, car
- Why you have or haven't decided to continue using the bus

### Using personal data

The personal data you give us will be used by City of York Council to:

- Assess whether you qualify to take part in TryBus – e.g. whether your employer is signed up and that you commute by car and not by bus.
- Determine what bus pass would suit you, depending on your journey options.
- Find out how you travel, to produce statistics indicating whether the scheme has led to you using the bus more.
- Find out your perceptions of the bus and the scheme, to understand to what extent the scheme is helping to meet your needs.
- Contact you using your contact details – e.g. to see how your bus travel is going and to send you the follow up questionnaire/s. We ask in the application questionnaire whether you would also like to keep in touch about other initiatives.

Online data will be collected using SurveyMonkey. To find out how they use your information, please [click here](#).

### Sharing personal data

The personal data will only be used by City of York Council's Sustainable Transport Team. Other teams and organisations will not receive your data.

### **Sharing data under Data Protection legislation**

We may be required or permitted, under data protection legislation, to disclose your personal data without your explicit consent, for example if we have a legal obligation to do so, such as for:

- law enforcement
- fraud investigations
- regulation and licensing
- criminal prosecutions
- court proceedings

### **Our legal basis for collecting and sharing personal data**

City of York Council use your personal data because as an applicant/participant you're asking us to do something on your behalf.

We may not be able to do what you've asked us to do if you don't provide us with your personal data and use it as described in this Privacy Notice.

### **Retaining personal data**

City of York Council will keep your data for 3 years after your last contact with us, which could be for any of the above listed services and reasons.

This means if we don't hear from you in that time period, we'll delete your personal data from our database.

### **Further processing of personal data**

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 relating to personal data**

When we collect your personal data we'll tell you how we are going to use it. Where we process your personal data, you have a number of rights under data protection law. 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 email, 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](mailto:foi@york.gov.uk) or on 01904 554145 or write to:

Data Protection Officer  
City of York Council  
West Offices  
Station Rise  
York  
YO1 6GA