

Privacy Notice for City Centre engagements – My City Centre and City Centre Access and Parking Review

We will keep this privacy notice under regular review; it was created in May 2021.

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 will information be collected? This survey is part of a wider engagement programme which will focus on solutions to barriers to certain groups accessing the city centre, and also create a vision for the future of York city centre.

The engagement will offer all our residents convenient and appropriate ways to engage with and shape our response to the big challenges facing the city centre, with specific opportunities for those groups which currently face barriers to accessing the city centre.

Responses to questions in the 'About you' section may help us identify themes in specific groups to aid any future support and will not be used to identify you. Participation is voluntary and you may choose not to or select 'prefer not to say' to any question.

We are also asking any respondents who want to take part in focus groups looking at specific issues if they are happy to give their contact details.

You can withdraw your consent at any time, by contacting: business.intelligence@york.gov.uk or 01904 551550.

What information will be collected?

Residents survey

Through a series of multiple choice and open text questions we will ask for your attitudes and aspirations relating to:

- How you and others use the city centre and some of its spaces
- How you and others travel to and through the city centre
- What you want from the city centre
- How the pandemic response has changed the above
- The role of York's evening economy
- Disabled residents will be asked a series of questions about access to the city centre

Business survey

Through a series of multiple choice and open text questions we will ask for your attitudes and aspirations relating to:

- The size and location of your business
- How the pandemic has changed your delivery model, short and long-term
- Specific questions to understand the needs of the city's businesses, in particular the deliveries and hospitality sectors
- The role of the evening economy
- What you want from the city centre
- How the pandemic response has changed the above

About You: Personal information including age, gender, ethnicity, disability, religion, sexual orientation and if you are a carer. At some points you will be asked if you are happy to give your email address or phone number for future workshops or to join a mailing list to receive updates on the My City Centre and City Centre Access and Parking review.

What will we do with the information?

The information we collect will be included in presentations, reports and performance framework. Any data for publication or use outside of the authorised officers will be anonymised and will not identify any individuals. We will not use the data for any other purpose than stated and will not disclose to a third party ie other companies or individuals, unless we are required to do so by law for the prevention of crime and detection of fraud, etc.

Online data will be collected using SurveyMonkey. To find out how they use your information, please see <http://www.surveymonkey.com/mp/legal/privacy-policy>

Where will the information be kept

We will keep the information you give us and your personal data in the council's secure network drive and make sure it can only be accessed by authorised staff. Where you complete a paper copy of a survey we will transfer the information you have given onto the council's secure network drive and then securely destroy the paper copy once the transfer is complete. How long will we keep the information? We will keep the information you give us and your personal data for up to three years and then will securely destroy it. Where required or appropriate to, 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 data 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 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 or on 01904 554145 or write to: Data Protection Officer City of York Council West Offices Station Rise York YO1 6GA