

## **Privacy Notice for consultation of the Statement of Licensing Policy and Cumulative Impact Assessment**

This privacy notice was completed in November 2021 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?**

It is a legal requirement of the Licensing Act 2003 that licensing authorities publish a Statement of Licensing Policy, and that the Policy is reviewed at least once every five years. The council are now seeking comments / feedback on the reviewed policy.

### **What information will be collected?**

We are collecting your comments/feedback on the draft Policy.

### **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 Licensing Section, 01904 552422, [licensing@york.gov.uk](mailto:licensing@york.gov.uk)

The information we collect will be included in the report taken to Licensing and Regulatory Committee. Any reports for publication or use outside of the authorised council staff will be anonymised and cannot be linked back to 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.

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 five 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](mailto: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.