

Privacy Notice

All City of York Council (CYC) Privacy Notices are regularly reviewed. This Notice was last reviewed and updated in August 2020. 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.

If you have any questions about this Privacy Notice please contact Guy Wallbanks guy.wallbanks@york.gov.uk

Personal data

We (City of York Council) are conducting a survey to find out the impacts of the coronavirus pandemic on staff and visitor travel to local businesses and to find out which companies may need assistance with managing the return of their staff to work.

Collecting personal data

The data we collect about you is as follows.

- Name of company
- Information about how staff and visitors normally travel to the business
- Information about any changes to travel caused by the coronavirus pandemic
- Details about ways in which the business could manage staff travel as more people return to work
- Details about any assistance needed from the council in order to manage staff travel to work

Using personal data

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

- Assess the impacts of coronavirus on staff and visitor travel to local businesses
- Find out what companies are doing to manage staff travel to work at the present time
- Find out which businesses need assistance from the council in order to be able to manage staff travel to work.

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.

Survey follow-up

We will not contact businesses again in connection with this survey unless they have requested some assistance from the council in managing staff travel to work. In cases where assistance has been requested we will contact the business to discuss what kind of assistance we could offer.