

## **Privacy notice for York Community Woodland Survey**

All City of York Council (CYC) Privacy Notices are regularly reviewed. This Notice was created in November 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**.

### **Why is this information being collected?**

The council is keen to hear what makes a woodland special to York residents, including where their favourite woodland walk is - or memories/photos of walks they've experienced in the past.

We want to hear everyone's views and engage with as many people as possible to help with our high level vision for the woodland proposal.

Participation is voluntary and you can withdraw your consent at any time, by contacting [yorkcommunitywoodland@york.gov.uk](mailto:yorkcommunitywoodland@york.gov.uk) or by phone to 01904 5520055.

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

We will ask you about:

- your favourite Woodland space
- your experience of visiting woodland spaces in York
- what you would like to see in a new woodland space

### **What will we do with the information?**

We want to understand what access to woodland means to you so we can build a shared vision for the new woodland.

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.

### **Storage of information**

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.

### **How long will we keep the information?**

We will keep the information you give us for up to three years and then if still relevant, invite you to renew your consent for a further period or destroy the data.

### **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 notice, 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