

## **Privacy Notice for Consultation on Council Tax Support – September 2020**

We developed this privacy notice in September 2020 and will keep it under regular review.

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 consultation on changes to our Local Council Tax Support scheme. We're proposing a change to our Local Council Tax Support scheme so it works better for working-age people. We'd like your views before we decide.

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

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

Through a series of multiple choice and open text questions we will ask for information about views on the proposed changes and how the changes would affect you. We will also ask for personal information including age, disability.

If you are responding on behalf of a group or organisation we will ask for your consent and an email address to contact you for further feedback on the Local Council Tax Support Scheme. You can withdraw your consent for this at any time by contacting [Susan.Wood@york.gov.uk](mailto:Susan.Wood@york.gov.uk) or 01904 551550.

### **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 council staff 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 example for the prevention of crime and detection of fraud, etc.

Online data will be collected using SurveyMonkey and paper questionnaires if these are requested.

To find out how they use your information, please click [here](#).

### **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](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