

Privacy Notice for York Business Accommodation Survey

We will keep this privacy notice under regular review; it was last updated in February 2019. 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.

We would like to invite you to take part in a short survey on your business premises so that we can gain a better understanding of the accommodation needs of York's business community. This information will help support the development of York's long-term economic strategy.

As you may already know, there has been some recent changes to the law about what can be done with your personal data.

This means we need to tell you what we will do with the information we collect through this survey and get your consent for this.

You can withdraw your consent at any time through email by contacting economicgrowth@york.gov.uk

What information will be collected?

Your thoughts and opinions about your current business premises and what factors are most important to you for the location of your business.

What will we do with the information?

We will use the information you give us to enable us to gain a better understanding of the accommodation needs of York's business community. This will be used to help support the development of the Council's long-term economic strategy and inform commercial investment decisions.

Any information we use in presentations or reports will be anonymised and so will not identify any businesses.

We will ensure that it is used for no other purpose and is not disclosed 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, etc.

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 is unavailable to anyone who should not have access to it.

Online data will be collected using SurveyMonkey. To find out how they use your information, please [click here](#).

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

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.

Alternatively you can write to us:

Data Protection Officer
City of York Council
West Offices
Station Rise
York
YO1 6GA