

## **Privacy Notice for Self Build Expression of Interest Survey**

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

### **Why will information be collected?**

We are interested in finding out how we could offer further self-build plots across the City of York and it is important that we understand the level of interest and criteria of those who have registered. We are seeking your views in order to inform our site identification and communication /marketing strategy for these developments.

Participation is entirely voluntary and you can choose not to answer some of the survey questions – although the more you tell us the better the chance we have of targeting your criteria. You can withdraw your consent at any time, by e-mailing:

housing.delivery@york.gov.uk with the subject line: **Withdrawal of Consent Self Build Register to FAQ Housing Delivery Team**

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

We will ask for information on the following

- Personal information about your age category (you may opt out of this question) for analysis purposes
- Preferred purchasing process?
- Main criteria for identify a suitable site?
- Reasons/ Motivation for interest in self-build?
- Other comments or queries

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

The information we collect will be collected and analysed. 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 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.

Online data will be collected using Survey Monkey. 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.

### **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