

City of York Council The Groves Low Traffic Neighbourhood Trial consultation **– Privacy notice**

We will keep this privacy notice under regular review; it was last updated in July 2021. 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 consultation is conducted in line with the Decision of the Executive Member for Transport (22 June 2020 session) to implement an 18 month Experimental Traffic Regulation Order to close The Groves to through traffic.

The impacts of the Experimental Traffic Regulation Order are to be assessed through:

- Written feedback sent to the Council by post and by email at thegrovestrial@york.gov.uk;
- Analysis of traffic data by Council officers; and
- Independent monitoring and evaluation work considering traffic data as well as feedback gathered through an online survey (open to all) and discussions with key stakeholders.

Any interested party is invited to provide comments by emailing thegrovestrial@york.gov.uk and/or taking part in the online survey running in September 2021.

Participation is voluntary and you can withdraw your consent at any time, by contacting: highway.regulation@york.gov.uk or 01904 551550.

What information will be collected?

We are inviting comments on the impacts of The Groves low traffic neighbourhood trial, which is described here www.york.gov.uk/traffic-management/groves-low-traffic-neighbourhood-trial

What will we do with the information?

The information we collect will be considered to review the impacts of the trial and included in a report, which will be prepared for the Executive Member for Transport to decide whether the trial should be made permanent, should be adjusted or removed.

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.

Some of the evaluation and monitoring work, and specifically the online survey available in September 2021, is undertaken by WSP on behalf of City of York Council. WSP will run the survey and will collect data on behalf of City of York Council in order to carry out a task in the public interest. This data will be processed in accordance with the 2018 Data Protection Act, the General Data Protection

Regulations, and any subsequent replacement legislation. The personal data collected will be shared by WSP with City of York Council and held securely by the Council in electronic format for a period of up to three years before being appropriately destroyed.

Any personal data will not be retained for longer than necessary in relation to the purposes for which it has been collected. For details of the WSP data privacy statement, please follow this link.

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.

If you send us a printed letter in response to this consultation, 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 any relevant information onto the City Archives.

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 and the processing conditions prior to commencing the processing. 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 or on 01904 554145 or write to: Data Protection Officer City of York Council West Offices Station Rise York YO1 6GA