

Privacy Notice for Pavement Licences

We will keep this privacy notice under regular review; it was last updated in October 2020. 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 'Our Big Conversation', which offers residents and business owners convenient and appropriate ways to engage with and shape our response to the big challenges facing York.

Together we'll tackle the big issues including coronavirus, the climate emergency and how we move around the city, defining an exciting future for our city centre and making sure York's economy works for all its residents.

Feedback will help York's continued recovery from the significant challenges we all face as a result of Coronavirus.

Participation is voluntary and you can choose not to answer some of the survey questions. You can withdraw your consent at any time, by contacting: business.intelligence@york.gov.uk or 01904 551550.

What information will be collected?

We are developing options for the extended footstreets as the current licensing arrangements are temporary. Through a series of multiple choice and open text questions we will ask for your thoughts and experiences on the footstreets extension and the impact of this on your business.

What will we do with the information?

The information we collect will be included in presentations, reports and performance framework and will be taken to November's council Executive meeting. 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.

Online data will be collected using SurveyMonkey. 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

or on 01904 554145 or write to:

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