

City of York Council - Dapian – online DPIA tool –Privacy Notice

Who we are

“We/us/our” means City of York Council (“the Council/CYC”) of West Offices, York, YO1 6GA, United Kingdom.

This privacy notice was completed in May 2021 and will be regularly reviewed. When we use your personal data, 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**.

"You/your" means the users of the Dapian website (the "site" or “website”), which is managed by Coalescent LTD. C/O Harmer Slater Limited, 79a High Street, Teddington, Middlesex, TW11 8HG acts as data processor on behalf of the controller.

This site is provided to our staff and partners to assist with the production of Data Protection Impact Assessments (DPIAs)

Our commitment to you

We respect your privacy and are committed to protecting personal information collected from you through the site. This privacy notice (together with our terms of use and any other documents referred to on it) governs the way on which we collect and use information, and any personal data we collect from you, or that you provide to us, will be processed by us. Using the services provided on the site you agree to be bound by this policy.

Information we collect

When you use the site and the services provided you will be asked to provide us with personal information, such as name and work email address so that you can create an account. We use this information only in response to your request and to provide you with the full range of services of Dapian.

When you are visiting the site we may place one or more cookies (a small file that is stored by your browser to recognise you and store your preferences) on your computer. This helps us to improve our services by personalising information you may want. You may adjust the settings on your browser to refuse cookies but some of the services may not work if you do so. We may also log information from your computer including the existence of cookies, your IP address and information about your browser program in order to allow us to diagnose problems and to administer and track your usage of the services.

How we use your information

When you use our site, you consent to us processing the information you give us in accordance with the expected purposes of the site. Your personal information may also be processed for necessary record-keeping (e.g. logging and responding to queries you might send us) and to fulfil any statutory obligations.

Our legal basis for processing your information is:

- Your consent which you can withdraw at any time
- To satisfy any requirement under the law or to protect our rights or prevent any concerns relating to fraud or security
- In the event of a merger or sale of all or part of Dapian whereby personal information may be transferred as an asset of the service

We use the information we collect to provide the services and to communicate with you. We do not rent or sell personal information and will only share your information in the following circumstances:

- When you have consented or directed us to share the information
- In order to satisfy any requirement under the law or to protect our rights or prevent any concerns relating to fraud or security
- In the event of a merger or sale of all or part of Dapian whereby personal information may be transferred as an asset of the service

The information we collect will be included in presentations, statistics and reports. Any presentations, reports and statistics for publication or use outside of the authorised council or Dapian staff, will be anonymised

and cannot be linked back to you or individuals. Reports containing anonymous information may also be shared with the general public and other organisations.

Storage - Safety and security

Personal information is processed and stored on secure servers within the European Economic Area (EEA) and Coalescent have taken reasonable steps to secure and protect the information under their control, including establishing processes to prevent unauthorized access or disclosure of this information. However, whilst we and Coalescent make every effort to ensure the security of your information, we are unable to guarantee the protection of the information from misuse, accidental disclosure or unauthorised acts by others.

How long will we keep the information

We will normally retain your personal information for the period necessary to support your ability to use the site and outlined in this privacy notice and our terms of use unless a longer retention period is required or permitted by law. It will then be securely and confidentially destroyed. However at the end of the retention period, where it is required by law or appropriate to, we will pass onto the City Archives any relevant information.

Changes to privacy notice

We reserve the right to change this privacy notice at any time without prior notice to you. Any changes will be posted on the site and become effective at the time of posting. In the event that material changes are made that affect the use or disclosure of your personal information, we will make reasonable efforts to notify you of these changes.

Your rights

To find out about your rights, including making a complaint, 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 in the employee privacy notice at https://colin.york.gov.uk/besupported/hr/](https://colin.york.gov.uk/besupported/hr/)

If you have any questions about this privacy notice, want to exercise your rights, or if you have a complaint about how your information has been used, please contact:

Email : information.governance@york.gov.uk

Phone : 01904 554145

Write to: Data Protection Officer, City of York Council, West Offices, Station Rise, York YO1 6GA.