

Our Privacy notice



Before you answer our questions, you need to read our **privacy notice**.

It tells you how we will use and look after the information you tell us on the form.



The law says organisations must have a privacy notice.



It is up to you if you want to take part in the survey.

You do not have to take part if you do not want to.



If you take part, you do not have to answer all of the questions.

How we will use your information



We can only use the things you tell us if you agree. This is called **giving consent**.



We will use what people tell us to write a report.



If we write what you tell us in the report, we will not put things like your name or address in it.



That way nobody can tell it was you who told us.

How we look after your information



We will keep your information locked up safely on our computers.



We will only share your information with other organisations:

- If the law says we need to share it

or



- To stop someone from getting hurt.



We will only keep your information for as long as we need it. Then we will delete it.

Your rights



Your **rights** are things you are allowed to do and how you should be treated.



The law says you have rights when we keep information about you.



For more information about your rights and how we use your information, go to this website:
ico.org.uk/for-the-public/

or



You can use this QR code. We tell you how to use a QR code on the back page of this booklet.



What if I change my mind

If you decide to take part, you can change your mind at any time.



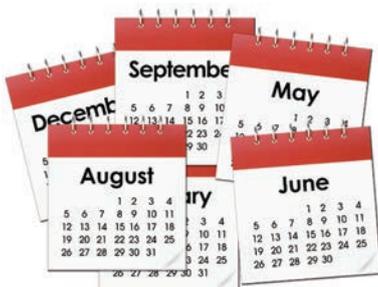
If you change your mind, email us.

Email

communications@york.gov.uk



You must email us by
3rd March 2025



If you tell us after 3rd March, it might be too late. We might have used your information in our report.

Contact us



You can **complain** if you think we are not looking after your information in the right way.

Complain means saying you are unhappy about something.



If you have any questions, to ask us about your rights or to complain, you can contact us:



By email:

information.governance@york.gov.uk



By phone:

01904 554145



By post:

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



Tick this box if you have read and understood all of the information in our privacy notice.

How to use a QR code



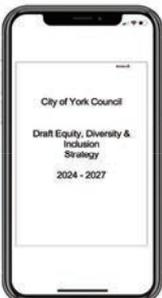
Open the camera on your phone.



Hold the camera over the QR code like you are going to take a photo of it.



A yellow box will come up on your screen.



Press the yellow box and it will take you to the website.