

York Central Community Forum (YCCF)

Privacy Notice (as amended at YCCF 07/02/17)

1.0 Background

- 1.1 The York Central Partners (YCP) (City of York Council (CYC), Network Rail, National Railway Museum, Homes & Communities Agency) are committed to involving the adjacent communities and broader city wide stakeholders in the shaping and influencing of the York Central development site.
- 1.2 An important part of the consultation strategy is the establishment of a Community Forum. The group will be a key liaison and consultation mechanism, for York Central Partners, with representatives from communities/ groups adjacent to the site and wider York stakeholders.
- 1.3 The Forum will be supplemented by a range of consultation mechanisms at key project stages to reach the wider community.

2.0 What information do we collect

- 2.1 We will collect your name, personal contact details such as your email address and phone number(s) and your views on the York Central development when you submit your comments to the Forum coordinator or to a Ward Councillor.

3.0 How we use your information

- 3.1 We will only use your personal information in accordance with the Data Protection Act 1998 and for the purposes stated in this privacy notice.
 - a) If you are a community representative, we will only share you name and email address within the closed forum group to enable dialogue between members.
 - b) If you are a community representative, we will only publish your name and who you represent on the council's website and / or future YCP website.
 - c) If you are a community representative, we will only share or publish your personal contact details e.g. your email address, where you have given us consent to do so.
- 3.2 We will not use or share your information with third parties outside the YCCF or use it for any other purpose than that stated in this privacy notice.
- 3.3 We may be required or permitted, under the Data Protection Act 1998 to disclose your personal information without your explicit consent, e.g. if we have a legal obligation to do so, such as law enforcement, regulation and licensing, criminal prosecutions and court proceedings.
- 3.4 We may take occasional photographs of meetings and tours as a record of the event, for use in reports and York Central documents. As a courtesy, at the

start of any event to be photographed, an announcement will be made by the Chair. No confidential material shall be photographed. Young people under the age of 16 will not be photographed. Editing of content will not take place. As this is a consultative forum rather than a public or decision making meeting, no filming, webcasting or social media reporting is proposed.

- 3.5 We may also use the information we collect from you for reporting, research and statistical purposes. When we do this, it will be anonymised which means the information will be turned into a form that does not identify individuals.
- 3.6 We will keep your personal information in accordance with our retention schedule requirements and when we no longer have a need to keep it, we will delete or destroy it securely.
- 3.7 We will review this privacy notice at the first meeting of forum annually.
- 3.8 We will not roll over this privacy notice to any new organisation.

4.0 Your rights

- 4.1 To find out about your rights under the Data Protection Act 1998, you can go to the Information Commissioners Office (ICO) website <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>
- 4.2 If you have any questions about this Privacy Notice, your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for, please contact the Customer Feedback Team at foi@york.gov.uk
- 4.3 If you need any further information please contact:

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