

City Of York Council - Hamilton Drive Safer Neighbourhood scheme consultation privacy notice

City of York Council (CYC) current data protection notification is registered with the Information Commissioner's Office (ICO) – reference Z5809563. We created this privacy notice in May 2026 and will regularly review it.

CYC is committed to ensuring that personal data is handled in accordance with the principles set out in data protection legislation and guidance from the Information Commissioner's Office (ICO).

This privacy notice tells you what to expect when we collect personal information about you. It applies to the CYC's Hamilton Drive Safer Neighbourhood scheme consultation.

CYC is the controller for this information unless we specifically state otherwise in this privacy notice.

You can contact the council's Data Protection Officer at information.governance@york.gov.uk or 01904 554145, or write to:

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

This privacy notice should be read in conjunction with other relevant CYC privacy notices and/or policies and procedures.

When appropriate we will provide a 'just in time' notice to cover any additional processing activities not mentioned in this document.

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How do we get your information

We get information directly from you when you take part in our consultation.

What personal data we process and why

The council has a statutory duty to carry out consultations on changes to the road network. As part of this consultation, we will collect:

- your name
- your contact details including email address
- postcode
- your opinions, thoughts and feedback
- demographic information
- Protected characteristics such as health information

Use of Artificial Intelligence (AI)

We may use Artificial Intelligence (AI) technologies to support or enhance council services. Where AI is involved in a process that directly affects your interaction with us, we will inform you before your user journey begins. This ensures transparency and helps maintain trust in how we use AI.

Our use of AI complies with the UK General Data Protection Regulation (UK GDPR), including the principles of lawfulness, fairness, transparency, accountability, and accuracy. We conduct Data Protection Impact Assessments (DPIAs) where AI systems are likely to result in high risks to individuals' rights and freedoms, such as automated decision-making or profiling.

If generative AI tools are used, we do not use personal or end-user data to train AI models. This helps ensure compliance with the purpose limitation and data minimisation principles under UK GDPR.

AI for Staff Productivity and Accessibility

Where AI tools are used solely by staff to assist with drafting, research, or accessibility - for example, to improve writing efficiency or summarise information - these uses do not form part of a business process that

affects service delivery or decision-making. As such, no specific notification will be provided for these internal productivity uses.

These uses are considered low-risk and do not involve automated decision-making that produces legal or similarly significant effects. They are also subject to internal governance and safeguards to ensure responsible use.

Examples include:

- Drafting internal reports or meeting notes
- Summarising lengthy documents for quicker review
- Assisting with spelling, grammar, or formatting tasks

We may also use your information to create reports and statistics that are anonymous and cannot be linked back to you, your family, or individuals such as:

- statistical analysis
- statutory returns
- audit framework
- see how the council and its partners are supporting individuals
- help design better services
- inform funding decisions

If you complete this consultation using other methods such, letters, paper etc, we will transfer the information onto the council's secure systems and then confidentially and securely destroy it.

Automated decision making

We do not carry out any automated decision making as part of this consultation

Collecting information automatically

Please see our cookies page for further information about the information we collect automatically when you use our website

Children's information

Where we provide services directly to children or young people, the information in the relevant parts of this notice applies to children and young people, as well as adults.

Lawful basis for processing your personal data

Any personal data including special category data that we process about individuals is done so in accordance with one or more of the following Article 6 and 9 of the UK GDPR and Schedule 1 of the Data Protection Act 2018 (DPA 2018).

Article 6(1)

(c) Legal obligation: the processing is necessary for the council to comply with the law (not including contractual obligations)

(e) Public task: the processing is necessary for the council to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law

Article 9(2)

(g) Reasons of substantial public interest (with a basis in law)

This is supported by Schedule 1, Part 2 (6) of the Data Protection Act 2018 and the following legal frameworks, such as:

- New Roads and Street Works Act 1991
- Traffic Management Act 2004
- Traffic Regulation Act 1984
- Local Authorities Traffic Orders (Procedure)(England and Wales) Regulations 1996

Some of the Schedule 1 conditions for processing special category require an Appropriate Policy Document (APD) to be in place, which sets out and explains the procedures for securing compliance with the principles in Article 5 and policies regarding the retention and erasure of such personal data. This document explains this processing and satisfies the requirements of Schedule 1, Part 4 of the DPA 2018 and supplements this privacy notice

[Our Appropriate Policy Document – City of York Council](#) provides further information about this processing.

How long we keep your personal data

We will only keep your information for as long as it is needed then it will be securely and confidentially deleted or disposed of.

You can find more details about how long the council keeps records in the [Council retention schedule – City of York Council](#)

Data sharing

We will only share your information where it is appropriate to, with:

- other council services
- third parties including our data processors, partners or contractors, who undertake work on our behalf
- government agencies
- internal and external auditors

In some circumstances, such as under a court order or safeguarding, we are legally obliged to share your information.

We will always satisfy ourselves that we have a lawful basis on which to share the information and document our decision making.

Additionally, we are required under the Public Records Act 1958 (as amended) to transfer records to the City or National Archives (TNA) for permanent preservation. Full consideration will be given to Data Protection and Freedom of Information legislation when making decisions about whether such records should be open to the public.

Data processors and or third parties

When we have third parties providing parts or all of our services for us, we have contracts or agreements in place with them. These include

- Microsoft Teams, to contact you, to gather information from you, or if we are recording or transcribing our discussion or meeting with you, we will let you know. You can find more details about this in the [City of York Council Microsoft Office 365 \(MS365\) Teams Meeting recording and transcription privacy notice](#).
- Delib's CitizenSpace (digital citizen engagement platform). You can find out how they use information at [Delib | Legal - Privacy Notice](#)
- Zimma Ltd trading as Ticket Tailor for arranging and organising events etc. You can find out how they use information at <https://www.tickettailor.com/legal/privacy-policy>

- Eventbrite for arranging and organising events etc. You can find out how they use information at [Eventbrite Privacy Policy | Eventbrite Help Center](#)
- WhatsApp to contact you. You can find out how they use information at [Privacy Policy - UK \(whatsapp.com\)](#)
- Veritau Public Sector Limited (VPS) who provides services to the council such as internal audit [Privacy policy - Veritau](#)
- Specialist or assistive systems, software, platforms, applications (apps) to help provide our services and support to you and our staff
- Where we provide information in British Sign Language via the [City of York Council YouTube channel](#) please read [YouTube Privacy Settings](#) and [Google Privacy Policies](#)

Transfers of personal data

We do not routinely transfer personal data or special categories of personal data outside of the UK but when this is necessary, we ensure that we have appropriate safeguards in place and that is done in accordance with the UK data protection and privacy legislation.

How we protect your information

We are committed to keeping your information safe and secure. There are several ways we do this, such as:

- IT security safeguards such as firewalls, encryption, and anti-virus software
- on-site security safeguards to protect physical files and electronic equipment
- training for all staff and elected councillors
- policies and procedures

Your rights in relation to this processing

To find out about your rights under Data Protection law, you can go to the Information Commissioners Office (ICO) [For the public | ICO](#)

You can also find information about your rights at [Our Privacy Notice – City of York Council](#)

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 us at information.governance@york.gov.uk or 01904 554145, or write to the:

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City of York Council
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Station Rise
York
YO1 6GA