

## Consultations – Privacy Notice

**This Privacy Notice is designed to help you understand how and why NYCC processes your personal data in consultations. This notice should be read in conjunction with the Council’s Corporate Privacy Notice.**

### Who are we?

North Yorkshire County Council is a ‘Data Controller’ as defined by Article 4(7) of the General Data Protection Regulation (GDPR). In order to analyse the results of consultations effectively, it is sometimes necessary to collect minimal personal information.

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

|                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Information Governance Office<br>Veritau Ltd<br>County Hall<br>Racecourse Lane<br>Northallerton<br>DL7 8AL<br>infogov@northyorks.gov // 01609 53 2526 |
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### What personal information do we collect?

The County Council undertakes several different types of consultation that requires different types of data to be collected. You will be informed of what personal information, if any, is required in advance of data submission.

Below are the types of consultations that may occur:

|   | Type of consultation                        | Information Collected               | Identification                                                                                                                                                      |
|---|---------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Completely Anonymous                        | No personal data                    | You cannot be identified and your responses cannot be traced back to you.                                                                                           |
| 2 | Where general demographic data is requested | Equality monitoring data (Optional) | You cannot be identified and your responses cannot be traced back to you.                                                                                           |
| 3 | Where contact details can be provided       | Name & Email address (Optional)     | You can be identified, only so that we can contact you regarding your response where requested. It is made clear in the survey that these are not mandatory fields. |

|   |                                                                               |                                                      |                                                                                                         |
|---|-------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 4 | Council employee or Internal surveys                                          | Name & Work email address (Mandatory)                | You can be identified, only so that we can contact you about your response.                             |
| 5 | Where personal details are required E.g. Only specific groups can participate | Name, address, age, contact details etc. (Mandatory) | A separate privacy notice specific to this type of consultation will be made available to participants. |

Generally no special category data will be collected during any consultation. In the exceptional cases where we do collect special category data, a specific privacy notice will be made available to provide this information to participants.

The only exception to this is where special category information is voluntarily provided by the consultee and processing of this information is incidental.

### **Why do we collect your personal information?**

We need to collect this information to carry out the following tasks:

Email addresses will only be collected in order to respond to your consultation submission, or to validate your response.

For internal consultations, your name and email addresses are required so that we can contact you to gather your views.

If we are to collect any further information, including name (for public consultations), address, age, etc. the reasons for this will be explained in a privacy notice specific to the consultation in question.

### **Who do we share this information with?**

Within North Yorkshire County Council:

- We will only share data in order to provide a response to yourself (where you have requested feedback on the consultation) and to improve Council services. It will be made clear within each consultation survey what the relevant service area is.

Agencies we share information with:

- We will not share your information with external agencies.

### **How long do we keep your information for?**

The following table details the retention periods for records relating to public consultations

| <b>Data held</b> | <b>Retention period</b>                                 |
|------------------|---------------------------------------------------------|
| Mailing lists    | Updated annually or when consent preference is altered. |

|                                               |                                                     |
|-----------------------------------------------|-----------------------------------------------------|
| Consultation responses                        | Length of consultation plus 2 years.                |
| Where Snap Surveys is used (online responses) | For six months after the consultation has concluded |

**What is our lawful basis for processing your information?**

With regard to personal data:

Article 6(1)(a) – Consent – So NYCC can provide feedback where requested on consultation outcomes.

Article 6(1)(e) – Public Task – It is part of NYCC’s public task to undertake public consultations.

With regard to special category data:

Article 9(2)(a) – Consent – This is only relevant where special category information is voluntarily provided by the consultee and therefore this information is processed incidentally.

The legislations, policies and guidance that relate to this service includes, but is not limited to:

- Local Government Act

**For more information about how the County Council uses your data, including your privacy rights and the complaints process, please see our corporate Privacy Notice.**