

Privacy Notice for Parent Survey

All City of York Council (CYC) Privacy Notices are regularly reviewed. This Notice was last reviewed and updated in July 2019. 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**.

Why is information being collected?

The Local Authority has a duty to ensure there is sufficient, high quality early years and childcare places to meet the needs of our families in York. This survey has been developed by the Local Authority to help better understand the current/future childcare needs for families in York and to identify possible solutions. Participation in this survey is voluntary and you may opt out of answering some or all of the survey questions.

You can withdraw your consent at any time, by contacting earlyyearsfunding@york.gov.uk

Why do we need personal information from you?

We only use your personal information with your explicit and informed consent for the purposes described/as set out in this Privacy Notice, in order to inform the childcare sufficiency analysis for the City of York area.

What information will be collected?

We will collect information about you and your household, including your postcode, children's ages, current and future childcare needs and also your opinions on childcare provision.

What will we do with the information?

The data we receive from this survey will be analysed and the results used to inform our childcare sufficiency analysis. However, all your answers will be kept anonymous and you and your children will not be identified in any reporting of this survey.

The data may be included in reports however we will never use your name in any reports. Data will be anonymised and will not identify individuals. We will not use the data for any other purpose than stated and will not disclose to a third party i.e. other companies or individuals, unless we are required to do so by law for the prevention of crime and detection of fraud, etc. Online data will be collected using SurveyMonkey.

To find out how they use your information, please go to https://www.surveymonkey.com/mp/legal/privacy-policy/?ut_source=footer

Storage of information

We will keep the information you give us in CYC's secure network drive and make sure it can only be accessed by authorised staff.

How long will we keep the information?

We will keep the information you give us for up to three years and then will destroy it. Where required or appropriate to, at the end of the retention period, we will pass onto the City Archives any relevant information.

Further Processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, we will provide you with a new notice explaining the purpose prior to commencing the processing and the processing conditions. Where and whenever necessary, we will seek your consent prior to the new processing.

Your rights

To find out about your rights 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 at <https://www.york.gov.uk/privacy>

If you have any questions about this email, want to exercise your rights, or if you have a complaint about how your information has been used, please contact us at foi@york.gov.uk or on 01904 554145 or write to:

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