

## **Privacy Notice for Special Educational Needs and Inclusion Services (SEND) consultation/surveys**

We created this privacy notice in October 2020 and we will keep it under regular review. When we use your personal data, City of York Council (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.

### **What information about you do we collect?**

The information you provide helps us to improve our services and support how we make these improvements and meet our legal responsibilities.

Participation is voluntary and you can choose not to answer some of the questions.

### **How do we use your personal information?**

When SEND services conduct consultation or surveys, this is to gain information about your experiences to help us to improve our services, design better services for children, young people and families and to contribute to national surveys and government returns.

We will protect it and make sure nobody has access to it who shouldn't and we will not keep it for longer than is necessary.

The information we collect will be included in presentations and reports. Any presentations, reports and statistics for publication or use outside of the authorised council staff, will be anonymised and cannot be linked back to your family or individuals.

Where we use Survey Monkey to process responses, you can find out how they use your information, at

[http://www.surveymonkey.com/mp/legal/privacy-policy/?ut\\_source=footer](http://www.surveymonkey.com/mp/legal/privacy-policy/?ut_source=footer)

### **Who do we share data with?**

We will only share your information where we have a lawful reason to do so. Sometimes we may be required or permitted under the Data Protection Act 1998/General Data Protection Regulation to disclose your personal information without your explicit consent e.g. if we have a legal

obligation to do so such as crime prevention or, in some circumstances, when we feel that you or others are at risk.

You can find out more about how the City of York Council uses your information at <https://www.york.gov.uk/privacy>

### **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 remove it from our system.

Where required or appropriate, 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 privacy notice, 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](mailto: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