

## **Privacy Notice for Provider Survey**

We keep our privacy notice under regular review and it was last reviewed and updated in February 2022.

We, Education Support Services, City of York Council (CYC) are the “Controller” and we are registered with the Information Commissioner’s Office (ICO) (General Data Protection Regulation (GDPR) and the Data Protection Act 2018) – reference Z5809563.

### **Why is information being collected?**

The Local Authority has a duty to ensure there are 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 recruitment and retention issues that early years and childcare providers are currently experiencing and the impact this is having on childcare places being offered to families in York.

Participation in this survey is voluntary however the information provided will help inform our workforce strategy and the support that the local authority can offer.

You can withdraw your consent at any time, by contacting [earlyyearsfunding@york.gov.uk](mailto: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 gain further information on the recruitment and retention issues currently being experience by the early years and childcare sector in the City of York area.

### **What information will be collected?**

We will collect information about your setting, including provision type, information on current workforce demographic, how this is impacting on the number of places you are able to offer and whether you are able to meet the childcare needs of all your families.

### **What will we do with the information?**

The data we receive from this survey will be analysed and the results used to identify the scale of the issue across the city, identify how the local authority can support the sector and further inform the early years workforce strategy. 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](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**

You can find out about your rights under data protection law, on the [Information Commissioners Office \(ICO\) website](#). You can also find out more about how the City of York Council uses personal information and your rights at <https://www.york.gov.uk/privacy>.

If you want to exercise any of your rights, or If you have a question or a complaint about how we are using your information please contact the council's Data Protection Officer, by email to [foi@york.gov.uk](mailto:foi@york.gov.uk) or phone [01904 554145](tel:01904554145) or write to:

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