

Privacy Notice for Early Years and Childcare Provider Survey

This privacy notice was completed in September 2023 and will be regularly reviewed. When we use your personal data, the council complies with data protection legislation and is the registered 'Controller.' We are registered with the Information Commissioner's Office (ICO) – reference **Z5809563**.

Why is information being collected?

The council 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 early years and childcare market, any 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 early years and childcare sufficiency strategy.

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

What information will be collected?

We will collect information about your setting, including provision type, number of places offered and occupied, issues affecting your setting, how this is impacting on the number of places you are able to offer, whether you are able to meet the early years and childcare needs of all your families and future plans in relation to the new childcare reforms.

What will we do with the information?

The information you give us in this survey will be analysed and the results used to inform our childcare sufficiency analysis and may be included in reports. Data will be anonymised and will not identify individuals or individual settings.

Reports containing anonymous information may also be shared with the public and other organisations.

We are using the information you give us with your consent. You can withdraw your consent at any time by contacting earlyyearsfunding@york.gov.uk

We are using 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

We will not use the information for any other purpose than set out in this privacy notice 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, or, in some circumstances, when we feel that you or others are at risk.

Storage of information

We will keep the information you give us in the council'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 securely and confidentially destroy it.

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 information 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 information.governance@york.gov.uk or on 01904 554145 or write to: Data Protection Officer, City of York Council, West Offices, Station Rise, York YO1 6GA.