

Privacy Notice for Healthy Child Service Review Staff Survey 2023

This privacy notice was completed in July 2023 and will be regularly reviewed. 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?

A review the Healthy Child Service (HCS) is taking place between June and October 2023. The review will consider service delivery expectations, outcomes, and the current service delivery model. Specific objectives of the review include the need to review the structure of the service, and roles and responsibilities within the HCS workforce.

The HCS Review Staff Survey will gather views from the Healthy Child Workforce which will be fed into the wider HCS review.

What information will be collected?

We will ask type of role you do and your thoughts and suggestions on recruitment and retention, service delivery, and outcomes for children and families.

What will we do with the information?

We are using the information you give us with your consent. You can withdraw your consent at any time by contacting City of York Council Public Health Team, enquiries.publichealth@york.gov.uk

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

If you have completed a paper survey, once you complete and return it to us, we will transfer the information you have given us onto the council's secure network and then destroy confidentially the paper copy.

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 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 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.