

City of York Adult Social Care Transformation team: Dementia strategy launch week survey

We keep the privacy notice for public surveys under regular review and we have used it to provide the privacy notice specific to the dementia strategy launch week survey.

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).

Why will information be collected?

In September, we are hoping to publish the York Dementia Strategy, and would like to hold a special week to celebrate the many great offers of support within the City. Our aim is to hold a series of online and in-person events and we would love to hear the views and suggestions of our citizens on any activities and information they think would be helpful to include.

Feedback from the survey will be used to help us plan the week to suit. It will also help us identify any additional measures that we need to consider and identify people who are able to provide extra support during launch week.

We will explain why we are collecting personal data and will only use it with your explicit and informed consent. We do not need you to share your name, participation is voluntary, and you can choose not to answer some of the survey questions. You can withdraw your consent at any time, by contacting: ASCTransformationTeam@york.gov.uk

What information will be collected?

We do not ask for contact details, names or addresses in the planning for the launch week survey. However, we will collect thoughts and opinions. You do not have to answer any questions you do not want to. We will ask for contact details of people who give consent to help with the organisation of the event week and will store this securely. If you are interested in helping at the event, we will contact you with more details.

What will we do with the information?

The results from the survey will be used to help us plan the dementia strategy launch week. The information we collect may be included in

presentations and or reports. Any data for publication or use outside of the authorised officers will be anonymised and will not identify any individuals. Reports containing anonymous information may also be shared with the general public and other organisations. 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 or a word document.

Where will the information be kept?

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 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 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 or on 01904 554145 or write to: Data Protection Officer City of York Council West Offices Station Rise York YO1 6GA