

Privacy Notice for the re-procurement of Sexual Health Services in City of York.

This privacy notice was completed in September 2022 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?

Information is being collected to inform the future provision of sexual health services. As a local authority we are required by law to commission these services in a way that meet the needs of the local population and to do this we need the views of service users, key stakeholders, and potential providers of the service to ensure we commission the correct service.

This feedback enables us to secure the highest quality services at the best possible price – based not only on national standards but also on the feedback you give us. Our current contract comes to an end in July 2024 and before this date we need to lead a process that will ensure the continuity and improvement of sexual health services in York for all.

What information will be collected?

We are collecting information about your experiences, views on how the service maybe improved – for example do we need more services that are on-line, is everyone who requires sexual health services able to access them regardless of nationality, race, gender or religious beliefs? All these characteristics are particularly important when providing sexual health services to reduce health inequalities and stigma.

However, you are not required to add a response to these questions if you prefer not to.

What will we do with the information?

The information you provide will be used to inform the future provision of the sexual health services we commission. The information will be anonymized with no personal data being included that would be identifiable to any individual, but it is important to us to know that we have received a wide range of responses from a diverse number of people, and this is why we are asking questions regarding the protected characteristics of: Race, gender, sexuality, age and disability status.

We are using the information you give us with your consent. You can withdraw your consent at any time by contacting:

enquiries.publichealth@york.gov.uk

The information we collect will be included in presentations and reports. Any presentations, reports and statistics for publication or use outside of authorized council staff, will be anonymized and cannot be linked back to you, your family or individuals. Reports containing anonymous information may also be shared with the general public and other organizations.

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/?utm_source=footer I'd like to use survey monkey or a QR code – how do we go about getting this?

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 authorized staff. Only anonymized information will be stored as it will all be on line. It will be on a excel spreadsheet with the key themes recorded.

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.