

Privacy Notice for School Wellbeing Service Annual Survey for Schools and Settings

This privacy notice was completed in May 2023 and will be regularly reviewed. It should be read in conjunction with the School Wellbeing Service's general privacy notice at <https://www.york.gov.uk/privacy/SchoolWellbeingService>

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?

- We send an annual survey to schools and settings to gather views and experiences relating to the School Wellbeing Service delivery – what they find helpful and areas to improve.
- We use service feedback as part of a self-review of how we are meeting our responsibilities as required by School Forum, the Integrated Care Board and the Local Authority. This will help to assist in the future planning of the service, and help us understand what kind of impact we have on children, families and educational settings.

What information will be collected?

The information we collect will comprise your responses to our feedback questionnaire. The questionnaire has been developed by the School Wellbeing Service and asks about your experience of the service over the past academic year.

What will we do with the information?

The information we collect will be shared with the School Wellbeing Service team in order to review service delivery. The information collected will be included in our Annual Outcomes Report and may be included in presentations, statistics and reports. Any presentations, reports and statistics for publication or use outside of the authorised council staff, will be anonymised and cannot be linked back to you. Reports containing anonymous information may be shared with the general public and other organisations.

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>

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

The data received through the survey is stored in the council's secure network drive and can only be accessed by authorised Local Authority staff.

How long will we keep the information?

We will keep the information you provide for up to 5 years which is to allow the service to evaluate and report on patterns over a sustained period. We will then 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 on 01904 554145 or write to: Data Protection Officer, City of York Council, West Offices, Station Rise, York YO1 6GA.