

## **Privacy notice for One Adoption**

We will keep this privacy notice under regular review; it was last updated in February 2020. 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) reference Z5809563.

### **Why will information be collected?**

The City of York Council Business Intelligence Hub via One Adoption is commissioned to conduct surveys and collect data, at times including personal information, on behalf of adoption services.

Many consultations and surveys are completely anonymous and do not ask for personal information. In some cases we will ask for personal data which will be used to help improve services. We will explain why we are collecting personal data and will only use it with your explicit and informed consent.

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: [fiona.ankers@york.gov.uk](mailto:fiona.ankers@york.gov.uk) or 01904 551539.

### **What information will be collected?**

Each survey will have different requirements when collecting data and may include personal information, thoughts and opinions. In most cases you will be able to opt out of sharing your personal data.

### **What will we do with the information?**

The information we collect will be included in presentations, reports, internal and external training and performance framework. Any data for publication or use outside of the authorised officers will be anonymised and will not identify any individuals.

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.

We do not compare or bring together any personalised information returned across surveys. Each survey is dealt with independent of other surveys taking place.

Online data will be collected using SurveyMonkey. To find out how they use your information, please [click here](#)

### **Where will the information be kept?**

We will keep the information you give us and your personal data in the council's secure network drive and make sure that it can only be accessed by authorised staff.

Where you complete a paper copy of a survey we will transfer the information you have given onto the council's secure network drive and then securely destroy the paper copy once the transfer is complete.

**How long will we keep the information?**

We will keep the information you give us and your personal data 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/your-data-matters/>

You can also find information about your rights at <https://www.york.gov.uk/privacy>. If you have any questions about this notice, want to exercise your rights, or if you have a complaint about how your information has been used, please contact [FOI@york.gov.uk](mailto: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