

## Privacy Notice for Talkabout Panel

This privacy notice was completed in October 2021. 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?

The Business Intelligence Hub conducts regular surveys with the Talkabout citizens' panel. It is one of the ways people can influence what happens in York, and aims to give a representation of York's residents' views.

### What information will be collected?

When recruiting panel members, we ask for personal information to ensure that the panel is representative of the community as a whole. We also use this information to get better insight into different communities' views.

The surveys we send ask for views on topics including life in York, your local area, problems you face as well as your opinions on different services delivered by the council.

The panel can also be invited to take part in consultations on other aspects of council services and policy. On such occasions these will have a separate privacy notice specific to the survey.

Participation is voluntary and you can choose to not answer any of the questions.

### 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 [business.intelligence@york.gov.uk](mailto:business.intelligence@york.gov.uk) or 01904 551550.

We will share some of the data collected via this survey with Explore York Libraries and Archives (Explore), namely the section relating to their services, plus selected demographic information: geography, gender, age and ethnicity only.

With respect to both CYC and Explore, the information we collect will be included in presentations, statistics and reports. Any documents for publication or use outside of the authorised council and Explore staff, will be anonymised 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 organisations.

We will protect it and make sure nobody has access to it who shouldn't and we will not keep it for longer than is necessary.

Online data will be collected using SurveyMonkey. To find out how they use your information, please go to [Survey Monkey's privacy statement](#).

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 data for any other purpose than stated and will not disclose to any other third party ie 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 and your personal data in the council's secure network drive and make sure it can only be accessed by authorised staff in the Business Intelligence Hub and Explore.

### 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, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent 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, 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](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