

Privacy Notice for Early help Short breaks 2022

This privacy notice was completed in April 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?

The early help short breaks survey would like to feedback from parents and carers about early help short breaks in York and how they are currently delivered. The early help short breaks survey is specific to the local offer and is specifically to collate your views as a user of our service. The feedback will be used to help us to improve services.

What information will be collected?

We are collecting information to help us to support children, young people and families and meet our legal responsibilities.

We will ask about the services you are currently receiving and satisfaction with the service provided.

We will ask for your thoughts on the services for children with disabilities within York and if there is interest in participation in a parent's forum.

You do not have to enter any personal details.

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 earlyhelpshortbreaks@york.gov.uk.
or 01904 553360

The information we collect will see how the council are supporting disabled children and families. This will help to design better services for disabled children and families focusing on gaps in provision specific to universal and targeted services. Any presentations, reports and statistics for publication or use outside of the authorised council staff, will be anonymised and cannot be linked back to your family or individuals. Reports containing anonymous information may also 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/?ut_source=footer

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.

You can find out more about how the City of York Council uses your information at <https://www.york.gov.uk/privacy>

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 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 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.