

## **Survey –Privacy Notice**

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

The City of York Council has commissioned a report that will evaluate the impact of the 4CommunityGrowthYork Financial Inclusion Project. As part of this, a survey is being conducted to collect information about the lives of individuals and the way in which the project has impacted upon them – something that can only be determined if some personal data about individuals is collected.

### **What information will we collect?**

- Name
- Contact Details (Email/phone number/address)
- Ward of residence
- Your Personal opinions and experiences of personal life, the local area and of the financial inclusion project (community hubs, cooking classes, family learning, Tang Hall picnic)
- Age bracket
- Sex
- Location of activity attended
- Estimated weekly income
- Employment Status
- Whether the individual is a participant or member of staff of the project

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

We will use the information you provide in the Financial Inclusion Project evaluation report, which will be presented to the Financial Inclusion Steering Group, board of executives, councillors and will be published on the council's website. Any information we use in presentations or reports will be anonymised and will not identify any individuals.

We will ensure that it is used for no other purpose and is not disclosed 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 the detection of fraud, etc. The online data will be collected using SurveyMonkey. To find out how they use your information, please [click here](#).

## **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 nobody has access to it, who shouldn't.

Where you complete a paper copy of this survey, we will transfer the information you have given onto the council's secure network drive and make sure nobody has access to it, who shouldn't. We will confidentially and securely destroy the paper copy once this transfer is completed.

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

We will keep the information you give us and your personal data for up to 3 years then we will securely destroy it.

## **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 [foi@york.gov.uk](mailto:foi@york.gov.uk) or on [01904 554145](tel:01904554145) or write to the

Data Protection Officer  
City of York Council  
West Offices  
Station Rise  
York  
YO1 6GA

If you'd like more information about this survey, or to withdraw your consent at any time, please contact one of the people below:

**Owen Lingard** – Financial Inclusion Project Research Intern, 01904 553015,  
[owen.lingard@york.gov.uk](mailto:owen.lingard@york.gov.uk)

**Mora Scaife** – Area Based Financial Inclusion Project Manager, 01904 551834,  
[mora.scaife@york.gov.uk](mailto:mora.scaife@york.gov.uk)