

Privacy notice for the YFAS review survey

We would like to invite you to take part in a short survey about York Financial Assistance Scheme (YFAS) as we are reviewing the scheme and would like your feedback.

When you applied to the York Financial Assistance Scheme (YFAS) you gave us your email address and as you may already know, there has been some recent changes to the law about what can be done with your personal data.

This means we need to tell you what we will do with the information we collect through the survey and get your consent for this.

You can withdraw your consent at any time by contacting Susan Wood by email susan.wood@york.gov.uk or phone 01904 555610

What information we will collect

- Your thoughts and opinions about your application to YFAS

What will we do with the information/why do we want it?

- We will use the information you give us to inform the review of the scheme
- Any information we use in presentations or reports will be anonymised and so 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.

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 nobody has access to it, who shouldn't.

How long will we keep the information 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 email, 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 or on [01904 554145](tel:01904554145) or write to the
- Data Protection Officer
City of York Council
West Offices
Station Rise
York YO1 6GA.