



## **City of York Safeguarding Children Partnership (CYSCP) Survey - Privacy Notice**

We keep the privacy notice for staff surveys under regular review and it was last reviewed in October 2021. We use it to provide the privacy notice specific to the CYSCP learning, development and training sessions. 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?**

As multi-agency partners we need to ensure that training on any new developments and learning is shared to frontline multi-agency professionals. The CYSCP therefore would welcome feedback from professionals on the training delivered. All of the CYSCP training sessions are a safe space to share ideas, learn from one another and to reflect on practice. We hope that you will gain some valuable reflections from this training.

Feedback from the Survey will be used to help us evaluate the CYSCP training and will also help inform us with the development of future events.

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: [cyscp@york.gov.uk](mailto:cyscp@york.gov.uk)

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

We do not ask for contact details, names or addresses in the feedback for the CYSCP training however, we will collect your thoughts and opinions. You do not have to answer any questions you do not want to and whether the participant is a practitioner or partner.

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

We will use the feedback from the survey to see how to help to inform the CYSCPs decisions about the usefulness of the training sessions and where and how to disseminate further information about it. The results from the survey will be used to help us evaluate the CYSCP training and will also help inform us with the development of future events.

The information we collect may be included in presentations and or reports. Any data for publication or use outside of the authorised officers will be anonymised and will not identify any individuals. Reports containing anonymous information may also be shared with the general public and other organisations.

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.

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 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 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/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](mailto: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