

## Privacy Notice

We keep this notice under review and it was last reviewed and updated in July 2022.

When City of York Council (CYC) collects and uses your personal data, it is being regulated by Data Protection legislation and we're responsible as the 'Data Controller'. Our Data Protection notification is registered with the Information Commissioner's Office (ICO). Reference number Z5809563.

### 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 01904 554145, or write to the:

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

The Skills Team at CYC will collect your personal data and special categories of personal data when you complete this survey and this privacy notice explains how we use this information.

### The Skills Team will:

- Collect and use your information to make decisions about future events and activities as well as mapping out what other events and activities are happening across the region
- Only ask you for the information that is necessary
- Store your information securely and ensure it is only accessed by employees who are authorised to do so;
- Make sure your information is not kept for longer than outlined in CYC 'Data Retention Schedule';
- Confidentially and securely destroy and delete your information when we no longer need it.

## **The Skills Team requires you to:**

- Provide accurate and up to date information;
- Inform us of any relevant changes/updates to the information previously provided at your earliest convenience;
- Inform us if there are any mistakes in the information you have provided, or in the information that we have sent to you at your earliest convenience.

## **How will we use your information?**

The information you provide to the Skills Team will be used to help make decisions about future events and activities as well as allowing the Team to map what else is happening across the region.

## **Who we share your information with?**

Your personal information will not be shared outside of the Skills Team. All survey responses will be analysed and anonymously shared back with the York Apprenticeship Provider group.

We may be required or permitted, under Data Protection legislation, to disclose your personal data without your explicit consent, e.g. if we have a legal obligation to do so, such as law enforcement, fraud investigations, regulation and licensing, criminal prosecutions and Court proceedings.

## **How long do we keep your information for?**

When we no longer have a need to keep your information, we will delete or destroy it securely.

At the end of the retention period, we may pass any relevant information to the City Archives where it is required or appropriate to do so.

## **How do we store your Personal Data?**

Your personal data will be stored on a secure network drive and destroyed after 12 months of submission.

## **Further processing**

If we wish to use your information for a new purpose, not covered by this privacy notice, 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.