

Privacy Notice for Peer Review invitation

This privacy notice was completed in February 2024 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?

We have invited the Local Government Association (LGA) to visit us and conduct a peer challenge. The Peer Challenge is a constructive process to help the council consider how best to deliver the ambitions set out in the Council Plan, whilst recognising the new relationship with the Mayoral Combined Authority and how to improve customer experience. The LGA Peer Challenge will lead to a published report with recommendations for the council to consider.

The Challenge itself is independent of the council and takes the form of over 60 different interviews over four days – held with council officers, partners and stakeholders. Through interviews and focus groups, the peer reviewers will explore issues in detail to get a clear and comprehensive understanding of how the council operates and areas of concern which will inform the recommendations.

Responses to this Peer Review invitation will be used to organize and manage the Talkabout Panel stakeholder discussion session.

What information will be collected?

We are collecting information on your intent to attend the Peer Review Talkabout Panel stakeholder discussion session to assist with preparation and management of the event.

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 business.intelligence@york.gov.uk or 01904 551550.

The information we collect will be used for event registration purposes only.

We will protect your information and make sure nobody has access to it who shouldn't and we will not keep it for longer than is necessary.

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>

We will not use the information for any other purpose than set out in this privacy

notice and will not disclose it 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 on 01904 554145 or write to: Data Protection Officer, City of York Council, West Offices, Station Rise, York YO1 6GA.