

Privacy Notice for Oral Health Survey

We will keep this privacy notice under regular review; it was last updated in April 2019. 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?

We will collect your personal information so that we can determine patterns in relation to people visiting their dentists in York. We 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:

bartek.wytrzyszczewski@york.gov.uk or 01904 552514.

What will we do with the information?

The personal information provided by you will be stored in the relevant folder on the CYC electronic filing system. Any information provided on paper documents will be entered into the above folder with the paper copy disposed of in line with the CYC confidential waste disposal protocol.

The information will be used by the Public Health team to determine any patterns in relation to dental visits in York. It will not be used for any other purpose. All data is anonymous.

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.

During the face-to-face interviews, data will be collected by the Community Involvement Officer who will have their ID badge on.

Online data will be collected by using SurveyMonkey. To find out how they use your information, please visit www.surveymonkey.com.

How long will we keep the information?

We will keep the information you give us and your personal data 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 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

or write to

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