

## **City of York Safeguarding Children Partnership Multi-Agency Training and Learning Impact Survey – Privacy Notice**

This privacy notice was completed in October 2021 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?**

The Safeguarding Adults Boards and Safeguarding Children Partnerships for North Yorkshire and City of York are undertaking a joint Training Needs Analysis with all partner organisations, to identify multi-agency training needs for 2022/2023.

We will be contacting partners, to identify what multi-agency safeguarding training is provided across the City of York and North Yorkshire. The information will be collated, analysed and reviewed to understand what multi-agency safeguarding training is already available and if there are any gaps in training. This will then help us identify what future training need is required. If applicable, will inform commissioning arrangements of training for the Safeguarding Adults Boards and Safeguarding Children Partnerships for North Yorkshire and City of York

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

We will ask you:

- to confirm your name, organisation, role, email and contact number.
- to confirm what type of organisation you work for i.e. Local Authority, Police, Health etc.
- whether you provide services to Children or Adults
- which local authority area you work in i.e. North Yorkshire or the City of York
- information about staff training and about courses

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

Participation in this survey is voluntary and we will only use the information you give us with your explicit and informed consent for the purposes described in this Privacy Notice. You can withdraw your consent at any time by contacting [business.intelligence@york.gov.uk](mailto:business.intelligence@york.gov.uk) or 01904 551550

The information we collect will be included in presentations, statistics and reports for example :

- To the Safeguarding Adults Boards and Safeguarding Children Partnerships for North Yorkshire and City of York
- a summary provided within annual reports of the Partnerships and Boards as part of the Partnership's requirement to understand the impact of training.

Any presentations, reports and statistics for publication or use outside of the authorised council and partnership staff, will be anonymised and cannot be linked back to you or individuals.

We will process responses using Survey Monkey. To find out how they use your information, please go to [http://www.surveymonkey.com/mp/legal/privacy-policy/?ut\\_source=footer](http://www.surveymonkey.com/mp/legal/privacy-policy/?ut_source=footer)

We may be required or permitted, under Data Protection legislation, to disclose your information 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.

### **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 two 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](mailto: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.