



## **Privacy Notice for Educational Psychology Biennial Survey to Schools and Settings**

This privacy notice was completed in March 2022 and will be regularly reviewed. It should be read in conjunction with the Educational Psychology general privacy notice at <https://www.york.gov.uk/privacy/EducationalPsychology>

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 send a biennial survey to schools and settings to gather views and experiences relating to EPS service delivery – what they find helpful and areas to improve.
- It is crucially important that at a local and national level we can evidence the effectiveness of the psychological services we deliver
- We use service feedback as part of a self-review of how we are meeting our responsibilities as required by the Children and Families Act 2014 and SEN Code of Practice. This will help to assist in the future planning of the service, and help us understand what kind of impact we have on children, families and educational settings.

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

The information we collect will comprise your responses to our feedback questionnaire. The questionnaire has been developed by the Educational Psychology Service and asks about your experience

Where you ask us to follow up a specific issue or concern we will ask you to provide the name and contact details of your setting so that we can do that

Participation is voluntary and you can choose to not answer any of the questions. Providing the name of your setting is optional.

### **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 [educational.psychology@york.gov.uk](mailto:educational.psychology@york.gov.uk)

The information we collect will be shared with the EP Team in order to review service delivery. It may be included in presentations, statistics and reports. Any presentations, reports and statistics for publication or use outside of the authorised council staff, will be anonymised and cannot be linked back to you. Reports containing anonymous information may be shared with the general public and other organisations eg via the CYC Educational Psychology website.

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 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.

### **Storage of information**

The data received through the survey is stored in the council's secure network drive and can only be accessed by authorised Local Authority staff.

### **How long will we keep the information?**

We will keep the information you provide for up to 5 years which is to allow the service to evaluate and report on patterns over a sustained period. We will then 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.