

City of York Adult Social Care & Occupational Therapy team Survey: Practice Forums evaluation

We keep the privacy notice for staff surveys under regular review and we have used it to provide the privacy notice specific to Practice Forums evaluation.

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).

Why will information be collected?

Adult Social Care is committed to working in a strengths-based way with those we support.

Feedback from the survey will be used to help us evaluate our social work and occupational therapy practice forums both past and present. It will help inform us in the development of future practice forums. We will explain why we are collecting personal data and will only use it with your explicit and informed consent. We do not need you to share your name, 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: AsclmprovementTeam@york.gov.uk

What information will be collected?

We do not ask for contact details, names or addresses in the feedback for the practice forums. However, we will collect your thoughts and opinions. You do not have to answer any questions you do not want to.

What will we do with the information?

The results from the survey will be used to help us evaluate Practice Forums and will also help inform us with the development of future Practice Forums. The information we collect may be included in presentations and or reports. Any data for publication or use outside of the authorised officers will be anonymised and will not identify any individuals. Reports containing anonymous information may also be shared with the general public and other organisations. 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. Online data will be collected using SurveyMonkey.

Where will the information be kept?

We will keep the information you give us in the council'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 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 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 or on 01904 554145 or write to: Data Protection Officer City of York Council West Offices Station Rise York YO1 6GA