

## **Privacy Notice for ASC Sign Off and Assurance - Feedback Survey**

This privacy notice was completed in October 2022 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 new ASC Sign off and assurance form has been drafted to replace the current risk and exception form (the form known as the funding grid). The aim of the change is to include prompts for any case details that might be relevant to the funding decision, to prevent delay and reduce requests for additional information once the form is submitted. To help move this forward a live trial for the form has been organised in October 2022. Feedback is being collected from this live trial to inform any final changes to the form and to gain confidence in the full introduction of the form.

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

We are collecting

- Your name – this is optional
- The service area you work in
- Your thoughts and feedback on any aspect of the sign off & assurance form

Participation is voluntary.

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

The information we collect will be shared with the working group and heads of service before any final decision is made over the use of the form. A general summary of the feedback will also be shared with the ASC workforce. Any presentations, reports and statistics will be anonymised and cannot be linked back to you as an individual worker.

We will protect it 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 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 twelve months from the date the survey is completed 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.