

Privacy Notice for Member Support Survey

We will keep this privacy notice under regular review; it was last updated in June 2020. 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 is information being collected?

The challenging circumstances we find ourselves in during the coronavirus pandemic have the potential to negatively impact our health and wellbeing. As part of our continued efforts to understand and help staff during the pandemic, we have recently launched an all-staff survey to get their views on what is and isn't working through the lockdown. However, we also want to learn more about how elected members are coping during this period.

We are running this survey to:

- Gain feedback on the internal work that has been undertaken by CYC to support elected members during the pandemic
- Identify any additional needs where further support is needed
- Identify any particular groups where further support is needed

This will help shape any future offer.

We need to tell you what we will do with the personal data we collect and get your consent for this. We only use your personal data with your explicit and informed consent for the purposes described in this privacy notice.

Participation is voluntary and you can choose not to answer some of the survey questions. You can withdraw your consent from the survey or opt out of receiving follow up health and wellbeing related emails at any time, by contacting: business.intelligence@york.gov.uk or 01904 551550.

What information will be collected?

We will ask the following:

- your opinions about the support provided during the coronavirus (COVID-19) outbreak
- how you are coping and any health and wellbeing concerns you have
- political alignment, age, gender and other protected characteristics
- your email address

What will we do with the information?

The information we collect will be included in a report to summarise responses. This will be anonymised and will not identify any individuals. The report will be reviewed in order to shape any future support.

If you choose to provide your email address we will only use this to send you further information on health and wellbeing and this will not be included on the report.

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. To find out how they use your information please [click here](#).

Where will the information be kept?

We will keep the information you give us and your personal data in the council's secure network drive and make sure it can only be accessed by authorised staff at City of York Council.

How long will we keep the information?

We will keep the information you give us including any personal data for up to one year and then will securely destroy it. If you have given your email address we will also keep this for up to one year before securely destroying 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, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this Privacy Notice.

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, 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