

City of York Council Privacy Notice for Pharmaceutical Needs Assessment (PNA) Consultation

We created this privacy notice in June 2022 and we will keep it under regular review. When we use your personal data, City of York Council (CYC) complies with data protection legislation and the registered controller. Our data protection notification is registered with the Information Commissioner's Office (ICO) – reference Z5809563.

Why will information be collected?

We are conducting a Pharmaceutical Needs Assessment (PNA) Consultation to meet our statutory duty to consult a specified range of organisations on a draft of the document, as set out by The National Health Service (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013. We are also choosing to consult with citizens of York.

As a member of one of the specified organisations or as a citizen of York, we want to take your views into consideration. This means we need to tell you what we will do with the personal data we collect and get your consent for this.

Participation in this consultation is voluntary and we will only use the information you give us for the purposes set out in this Privacy Notice.

What information will we collect?

We will ask you for your comments, opinions, feedback and views on the draft PNA. We also ask for your contact information including name, contact details and organisation.

What will we do with the information?

We will use your responses to help finalise the PNA document. We will only use your name, contact details and organisation information to verify which statutory consultees have responded.

We are using the information you give us with your consent. You can withdraw your consent at any time by contacting: Public Health Department – PNA Consultation, City of York Council, West Offices, York, YO1 6GA or by email: enquiries.publichealth@york.gov.uk

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.

Also, the information we collect may be included in presentations, reports and feedback. We never use your name or any other personal identifiable information in any presentations or reports, as it will be anonymised and will not identify any individuals.

Some examples of who we may share these anonymised presentations, reports and feedback are:

- Other council services
- The members of the Health and Wellbeing board
- Partner agencies who contribute to or have an interest including other departments within the City of York Council,
- York Hospital NHS Foundation Trust
- the public

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.

If you are completing the consultation using Survey Monkey, to find out how they use your information, please visit: <https://www.surveymonkey.co.uk/mp/legal/privacy/>

If you have completed a paper survey, once you complete and return it to us, we will transfer the information you have given us onto the council's secure network and then destroy confidentially the paper copy.

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 three years and then will remove it from our system.

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 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 information.governance@york.gov.uk or on 01904 554145 or write to:
Data Protection Officer, City of York Council, West Offices, Station Rise, York YO1 6GA.