

Privacy Notice for Councillor Community Engagement

We will keep this privacy notice under regular review; it was last updated in January 2019. When we use your personal data, City of York (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.

If you would like to see a full copy of the Privacy Notice then please contact:
shapingneighbourhoods@york.gov.uk

Why will the information be collected?

The City of York Council has commissioned a project into the engagement of councillors with their ward communities. As part of this, a survey is being conducted to collect information on city resident's thoughts and feelings of councillor's engagement techniques and tools used.

What information will we collect?

This survey will not ask for you to identify yourself by name, it will however ask you for some other personal information including age, gender, etc. The main content will ask residents for their personal opinions on community engagement at the moment, as well their feelings towards new tools and techniques.

What will we do with the information?

We will use the information you provide in a report to evaluate current engagement techniques, alongside proposed new ones. It will also be used to find relationships between demographics and preferred engagement styles. This will ultimately influence the creation of a toolkit of demographic-specific engagement techniques for councillors to use city wide.

We will ensure that it is used for no other purpose and is not disclosed 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 the detection of fraud, etc. The online data will be collected using SurveyMonkey. To find out how they use your information, please visit their website.

Storage of Information

We will keep the information you give us and your personal data in the council's secure network drive and make sure only those with authorised access can see it.

Where you complete a paper copy of this survey, we will transfer the information you have given onto the council's secure network drive and onto the online survey -

making sure nobody has access to it, who shouldn't. We will confidentially and securely destroy the paper copy once this transfer is completed.

How long will we keep the information for?

We will keep the information you give us and your personal data for up to 3 years then we 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/>. Our reference is Z5809563.

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](tel:01904554145) or write to:

Data Protection Officer
City of York Council
West Offices
Station Rise
York
YO1 6GA

If you'd like more information about this survey, please contact:

Libby Heal- Communities and Equalities Intern, libby.heal@york.gov.uk