

City of York Council

Privacy Notice for Healthy Child Service Integrated Review Meeting Pilot Survey and Evaluation

This privacy notice was completed in March 2021 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?

Pilot

The integrated two year review meeting pilot will take place in the West areas of York and will include Muddy Boots Nursery, Cheeky Monkeys Playgroup and Heathers Day Nursery. The pilot will take place between March 15th 2021 to 30th June 2021 to help us understand the strengths and limitations of the proposed integrated two year review pathway. The pathway aims to bring families, Health Visitors, professionals from Early Years settings and other appropriate professionals together in a planned way to support children with identified needs to improve their outcomes. We will ask for your consent to take part in the pilot.

Evaluation survey

The evaluation of the pilot will help us to understand how to best focus our collective efforts to enable us to provide this to all children attending early years settings in the city. After the integrated review meeting we will ask for your permission to send you an electronic link to a Survey Monkey via email or text. This will be a short survey asking for your feedback on the Integrated Review that you have taken part in. We will ask for your consent to take part in the evaluation survey.

What information will be collected?

We are collecting

- Your child's name, date of birth and contact details
- Information related to your child's health and development
- Name of Early Years setting attended
- Feedback on your experience of the pilot

Participation is voluntary and you can choose to not answer any of the questions.

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 Healthy Child Service at HCS-secure@york.gov.uk / 01904 555475

The information we collect may be included in presentations, statistics and reports. Any presentations, reports and statistics for publication or use outside of the authorised council staff, will be anonymised and cannot be linked back to you, your family or individuals. Reports containing anonymous information may also be shared with the general public and other organisations.

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/?ut_source=footer

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 your personal data related to your child's health and development on your child's SystemOne electronic health record.

Any personal data we hold relating to the evaluation of the pilot will be stored in City of York Council secure network drive and we make sure it can only be accessed by authorised staff.

How long will we keep the information?

The information remains on your child's SystemOne electronic health record. We will no longer have access to your child's record if you move from the area or once your child turns 18.

Any personal data we hold relating to the evaluation of the pilot will be kept for 3 years and it will then be securely and confidentially destroyed.

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 on 01904 554145 or write to: Data Protection Officer, City of York Council, West Offices, Station Rise, York YO1 6GA.