

City of York Safeguarding Children Partnership (CYSCP) Survey - Privacy Notice (Early Help)

We keep the privacy notice for staff surveys under regular review and we have used it to provide the privacy notice specific to the CYSCP Early Help Survey which is taking place from 27th April 2021 to 10th May 2021. 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 will information be collected?

The City of York Safeguarding Children Partnership (CYSCP) have established a task and finish group to review how agencies assess children's Early Help needs for support and how they collaborate with each other, partner organisations and services in the City of York to improve outcomes for children.

In order for the CYSCP to review how agencies working with children at an Early Help level can work together better, the CYSCP are consulting on your views and would like you to complete this short survey to establish any areas for improvement, and to collate what works well for you when you are working with children and families.

Feedback from the survey to help support the development of a consultation with partners, stakeholders and families. In addition, the information gained from the survey will inform the CYSCP about future developments of multi-agency Early Help documents.

We will explain why we are collecting personal data and will only use it with your explicit and informed consent.

Participation is voluntary and you can choose not to answer some of the survey questions. You can withdraw your consent at any time, by contacting: cyscp@york.gov.uk

Further information about the Survey or Early Help can be found here: <https://www.saferchildrenyork.org.uk/early-help.htm>

What information will be collected?

We do not ask for contact details, names or addresses in the feedback for the Early Help Survey. However, we will collect your thoughts and opinions. You do not have to answer any questions you do not want to and whether the participant is a practitioner or partner.

What will we do with the information?

We will use the feedback from the survey to help support the development of a consultation with partners, stakeholders and families. In addition, the information gained from the survey will inform the CYSCP about future developments of multi-agency Early Help documents.

The results from the survey will be used to help us evaluate Early Help Practice across the City of York.

The information we collect may be included in presentations and or reports. Any data for publication or use outside of the authorised officers will be anonymised and will not identify any individuals. Reports containing anonymous information may also be shared with the general public and other organisations.

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 Survey Monkey. 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 within the council'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 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/>

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 or write to:

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