

## **Privacy Notice for Free School Meal Pilot at Westfield Primary Survey**

This privacy notice was completed in October 2023 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?**

We are running a free school meal pilot held at Westfield Primary School to discuss the current cost of living crisis and how difficult this is for many people struggling to afford food for their families. This pilot could mean that all children at your school could have a free school lunch.

We will use research as part of the discussion and a final decision will be made in November.

### **What information will be collected?**

The questionnaire has been developed by City of York Council and research will be collected regarding free school meals, how they are beneficial and why it could help families struggling. The questionnaire does not ask for any personalised data, but there is a free text question and recognised that individuals may write down identifying information.

### **What will we do with the information?**

The information we collect will be shared with the education team, so we can review service delivery.

We are using the information you give us with your consent. You can withdraw your consent at any time by contacting [business.intelligence@york.gov.uk](mailto:business.intelligence@york.gov.uk)

The information we collect will 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.

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](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, for example, 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.

### **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?**

All paper copies will be held by City of York Council until the closure of the survey, then 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](mailto: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.