

Privacy Notice for Staff Survey 2024

City of York Council (CYC) complies with the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018, and is the registered with the [Information Commissioner's Office](#) (ICO), reference: **Z5809563**.

We created this privacy notice in January 2024 and we will keep it under regular review

CYC is the controller for the personal data we process, unless otherwise stated.

You can contact the council's Data Protection Officer at

West Offices, Station Rise, York, YO1 6GA

Telephone: [01904 554145](tel:01904554145)

Email: information.governance@york.gov.uk

You can find more information about the role of the DPO here [Our Data Protection Policy Statement – City of York Council](#)

This privacy notice should be read in conjunction with other relevant specific privacy notices that are available at [Our privacy notice – City of York Council](#)

When appropriate we will provide a 'just in time' notice to cover any additional processing activities not mentioned in this privacy notice.

To help you understand this Privacy Notice including your rights, we've divided it into the following areas:

- **How do we get your information**
- **What personal data we process and why**
- **Automated decision making**
- **Collecting Information Automatically**
- **Childrens information**
- **Lawful basis for processing your personal data**
- **How long we keep your personal data**
- **Data sharing**
- **Data processors/ Third parties**
- **Your rights in relation to this processing**
- **Transfers of personal data**
- **How do we protect your information**
- **Further information**

How do we get your information

We will collect information

- When you complete forms either electronically or a paper copy

If we use Survey Monkey, you can find out how they use your information, at <https://www.surveymonkey.com/mp/legal/privacy/>

If you complete 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

What personal data do we process and why

We will ask your opinions about the support provided for staff over the last year along with personal information, including:

- employment details
- age
- gender
- and other protected characteristics

As part of our health and wellbeing and engagement agenda, we would like to understand how you feel about a number of topics, including how you feel about working for City of York Council, your wellbeing, management and leadership support and how we communicate with you.

We are doing this in order to review the current health and wellbeing and communication initiatives on offer and identify any additional needs so we can share good practice amongst managers and help shape the support on offer moving forwards.

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

Automated decision making

We do not carry out any automated decision making as part of this survey.

Collecting Information Automatically

Please see our cookies page for further information about the information we collect automatically when you use our website

Children's information

Where we provide services directly to children or young people, the information in the relevant parts of this notice applies to children and young people, as well as adults.

Lawful basis for processing your personal data

We are using the information you give us with your consent. This means that any personal data including special category data that we process as part of

this survey/consultation is done in accordance with Article 6 and 9 of the UK GDPR and Schedule 1 of the Data Protection Act 2018 (DPA 2018).

The legal basis for processing your personal data is in accordance with the following:

- Article 6(1)(a) – your consent

The legal basis for processing your special category data is in accordance with the following:

- Article 9(2)(a) – your consent

Some of the Schedule 1 conditions for processing special category require an Appropriate Policy Document to be in place that sets out and explains the procedures for securing compliance with the principles in Article 5 and policies regarding the retention and erasure of such personal data. This document explains this processing and satisfies the requirements of Schedule 1, Part 4 of the DPA 2018 and supplements this privacy notice. You can find this at [Our Appropriate Policy Document – City of York Council](#)

You can withdraw your consent at any time by contacting business.intelligence@york.gov.uk or 01904 551550.

How long we keep your personal data

We will keep the information you give us for up to three years and then will securely and confidentially destroy it.

Where required or appropriate, at the end of the retention period we will pass onto the City Archives any relevant 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

Data Sharing

The information may also 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 or individuals. Reports containing anonymous information may also be shared with the general public and other organisations.

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.

The Council does not pass or sell personal data to third parties for marketing, sales, or any other commercial purposes.

Data processors/ Third parties

Where we use data processors who are third parties to provide elements of services for us, we have contracts in place with them. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

Your rights in relation to this processing

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.

Transfers of your personal data information abroad

When it is necessary for us to transfer your personal information outside of the UK this will only be done in accordance with data protection and privacy legislation.

How do we protect your information

We are committed to keeping your information safe and secure. There are several ways we do this, such as :

- IT security safeguards such as firewalls, encryption, and anti-virus software
- on-site security safeguards to protect physical files and electronic equipment
- training for all staff and elected councillors
- policies and procedures