

Privacy Notice for Adult Social Care staff survey

This privacy notice was completed in August 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?

On behalf of CYC Adult Social Care, the Principal Social Worker is undertaking a staff wellbeing survey. The purpose of the survey is to help understand the practice conditions and working environment for social care practitioners.

The information will be collated, analysed, and reviewed to identify what is working well, and where improvements are required. This will help inform service development and the introduction and embedding of a new practice model.

What information will be collected?

We will ask you:

- to confirm the team you work in
- your views on your experience of working in CYC Adult Social Care, and the support available to you.
- your views on what is working well, and what needs to be improved.

What will we do with the information?

Participation in this survey is voluntary and we will only use the information you give us with your explicit and informed consent for the purposes described in this Privacy Notice. You can withdraw your consent at any time by contacting business.intelligence@york.gov.uk or 01904 551550.

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 or individuals.

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.

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?

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.

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