

City Of York Council - Workforce Development Unit Training Impact Survey privacy notice

City of York Council (CYC) current data protection notification is registered with the Information Commissioner's Office (ICO) – reference Z5809563. We regularly review this privacy notice, and it was last updated in November 2023

CYC is committed to ensuring that personal data is handled in accordance with the principles set out in data protection legislation and guidance from the Information Commissioner's Office (ICO).

This privacy notice tells you what to expect when we collect personal information about you.

CYC is the controller for this information unless we specifically state otherwise in this privacy notice.

You can contact the council's Data Protection Officer at information.governance@york.gov.uk or 01904 554145, or write to:

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

This privacy notice should be read in conjunction with other relevant CYC privacy notices and/or policies and procedures.

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

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How do we get your information

We get information about you from the following sources:

- directly from you using an online form

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

What personal data we process and why

The Workforce Development Unit (WDU) offers face to face, e-learning and virtual training courses to practitioners working with children and young people and their families/carers in York.

We will be contacting learners who have completed a course provided by the WDU, approximately 3- 6 months, after their attendance or completion, to find out how the training has impacted on their working practices and on children and young people they work with.

We will process

- your role / team
- who your customers are (children, young people, families etc)
- your opinions, thoughts and feedback on the course you completed

We would like your feedback to help improve future courses.

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.

Automated decision making

We do not carry out any automated decision making in Workforce Development Unit

Collecting information automatically

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

Childrens' 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

Any personal data including special category data that we process about individuals is done so 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:

- 6(1)(a) – Consent of the data subject

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

- Article 9(2)(a) – Explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State law

This is supported by Schedule 1, Part 2 (6) of the Data Protection Act 2018

Some of the Schedule 1 conditions for processing special category and criminal offence data require an Appropriate Policy Document (APD) to be in place, which 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

[Our Appropriate Policy Document – City of York Council](#) provides further information about this processing.

You can withdraw your consent at any time by contacting wdu@york.gov.uk

How long we keep your personal data

We will only keep your information for 2 years

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 public and other organisations.

In some circumstances, such as under a court order or safeguarding, we are legally obliged to share information. We may also share information about you with third parties including our data processors, government agencies and external auditors.

We will always satisfy ourselves that we have a lawful basis on which to share the information and document our decision making.

Additionally, we are required under the Public Records Act 1958 (as amended) to transfer records to the City or National Archives (TNA) for permanent preservation. Full consideration will be given to Data Protection and Freedom of Information legislation when making decisions about whether such records should be open to the public.

Data processors and or third parties

Where we have third parties providing parts or all our services for us, we have contracts in place with them. **These are listed below:**

SurveyMonkey - <https://uk.surveymonkey.com/mp/legal/privacy/>

Transfers of personal data

We do not routinely transfer personal data outside of the UK but when this is necessary, we ensure that we have appropriate safeguards in place and that is done in accordance with the UK data protection and privacy legislation.

How 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

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 01904 554145, or write to the:

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