

Privacy Notice for Feedback on Member Induction Programme

This privacy notice was completed in March 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?

City of York Council undertakes a member induction programme each year and wishes to find out how elected members felt about the content of the induction programme, what else to cover and what needs more detail. This is to help elected members learn how to successfully discharge their responsibilities from the outset.

What information will be collected?

We will collect your personal information e.g., your name and contact details, etc as well as your feedback and opinions about the member induction programme.

We will ask you questions about the member induction programme, and this may include

- The knowledge of the trainer
- The subject matter
- Whether there was sufficient time for questions
- Whether you would recommend this training to other members

We will tell you if we are going to take photographs, and/ or video and/or audio recordings at our events. We will provide you with the separate privacy notice about this and ask for your consent.

Participation in events or surveys as part of the member induction programme is voluntary and you can choose not to take part or not to answer some of the survey questions.

What will we do with the information?

As we ask for your explicit consent, this is our lawful reason for using your personal information, as set out in this privacy notice.

It is your responsibility to let us know if you want to withdraw your consent. You can do this at any time, by contacting business.intelligence@york.gov.uk

We will let you know if we are working with external partners e.g., research agencies, photographers, filmmakers, etc. Where we do, we will have an agreement in place with them which will cover the use of your personal information as described in this privacy notice and we will also provide you with their privacy notice if needed.

We will be sharing information about your feedback with the Audit and Governance Committee as and when requested. This information will be anonymised.

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 may also use information from the consultation in:

- printed publications or reports
- press releases
- council social media sites
- our websites - please note - our website content will be accessible internationally and may be used by national media.
- our communications with news media.

When we do this, it will be anonymised which means the information will be turned into a form that does not identify you or individuals.

We will not use the information you give us when you take part in this consultation, 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.

Transfers of personal data

If we do have to process your personal data using services hosted outside the UK and/or the European Economic Area, this will only be where a data processing agreement is in place that complies with obligations equivalent to the principles of the [Data Protection Act 2018](#).

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.