

Privacy Notice for Domestic Abuse Staff Survey

This privacy notice was completed in December 2023 and will be regularly reviewed. When we use your personal data, the council complies with data protection legislation and is the registered 'Controller.' The council is registered with the Information Commissioner's Office (ICO) – reference **Z5809563**.

Why is information being collected?

The City of York Council are working towards achieving the Domestic Abuse Housing Alliance (DAHA) Accreditation. The goal of the DAHA Accreditation is to facilitate the building of new and better responses to domestic abuse within housing practices, at both operational and strategic levels.

In order to have an understanding of current housing practices, knowledge/awareness of domestic abuse and the confidence in responding to it within housing teams, we would like for you to complete a survey.

We would like to know your honest thoughts, opinions, and feedback to have an accurate understanding of what we do well and what we can improve upon in respect to domestic abuse. This feedback will be extremely beneficial when creating the action plan to achieve DAHA accreditation.

What information will be collected?

This survey will ask for you to provide your current role at CYC if you are happy to share this information. This information would help identify if there is specific support needed for particular housing teams, to strive to tailor the project plan to the needs identified.

We are collecting your understanding, knowledge and confidence regarding spotting and responding to domestic abuse. We will ask you questions about:

- Attitudes towards domestic abuse
- Knowledge of all forms of domestic abuse
- Confidence in responding to disclosures of domestic abuse
- Support available for those experiencing/experienced domestic

abuse

- Knowledge on intersectionality & Anti Racist practice
- Feedback, opinions or suggestions regarding our current practice on responding to domestic abuse

We will also ask if you have any lived experience of domestic abuse and your understanding of the support that is available as a staff member. This part of the survey is entirely optional, it can be skipped, or you can anonymise your details.

At the end of the survey, you will have an opportunity to 'be involved' and express an interest in becoming a domestic abuse champion once this network is launched, you can provide your contact details for the DAHA Co-ordinator. If you do express an interest in becoming a domestic abuse champion, we will send you more details.

What will we do with the information?

We are using the information you give us with your consent. You can withdraw your consent at any time by contacting housing.serviceimprovements@york.gov.uk

We will use the survey responses and feedback to establish areas for improvement, to help create the project plan to strive towards achieving DAHA accreditation based on gaps identified and any further support that may be required to assist staffs understanding/awareness around domestic abuse.

This may 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 protect it and make sure nobody has access to it who shouldn't, and we will not keep it for longer than is necessary.

We are using Survey Monkey to process responses, you can find out how they use your information, at <https://uk.surveymonkey.com/mp/legal/privacy/>

If you have completed 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 and then destroy confidentially the paper copy.

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. You can find out more about how the Council uses your information at <https://www.york.gov.uk/privacy>

Storage of information

We will keep the information you give us in the council's secure network drive and make sure it can only be accessed by authorised council 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.