

City of York Council Privacy Notice

City of York Council (CYC) current data protection notification is registered with the Information Commissioner's Office (ICO) – reference Z5809563. We created this privacy notice in April 2024 and we will keep it under regular review

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.

- How we collect your information
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- Collecting information automatically
- Childrens information
- Lawful basis for processing your personal data
- How long we keep your personal data

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- How we protect your information
- Your rights in relation to this processing

How do we get your information

We get information directly from you when you complete an online form. This form will be within *Survey Monkey* and you can find out how they use your information at

<https://www.surveymonkey.com/mp/legal/privacy/>

What personal data we process and why

As part of the RAISE York Family Hub Network we have created an online training and information resource for individuals working with children, young people and families in the city. This resource is the *Children's Workforce Induction Pack* and it is being made available across the children's workforce with effect from April 2024.

To evaluate the effectiveness and impact of this pack we are asking anyone who has worked through the materials in the pack to complete a short *Survey Monkey* questionnaire to find out how the materials have impacted on their working practices and on the children, young people and families they have supported.

As part of this survey we will collect

- your name
- Your role / team / service area
- your contact details
- your opinions, thoughts, and feedback on the information within the induction pack

The information we collect 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 public and other organisations.

As we are using the information you give us with your consent, you can withdraw your consent at any time by contacting ***insert service/team contact details here***

Automated decision making

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

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:

- Article 6(1) your consent
- Article 9(2) your consent

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 <https://www.york.gov.uk/AppropriatePolicyDocument> provides further information about this processing.

How long we keep your personal data

We will only keep your information for three years and then will securely and confidentially destroy it.

Data sharing

The information may also be included in presentations, statistics and reports. Any presentations, statistics and reports 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 of our services for us, we have contracts or agreements in place with them. In this case we will use *Survey Monkey* to process responses and you can find out how they use your information, at

<https://www.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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