

Armed Forces Covenant Community Survey – Privacy Notice

We keep our privacy notice under regular review and it was last reviewed and updated in October 2018.

When we use your personal data, City of York Council (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 will the information be collected?

We are collecting information from York residents, the York Armed Forces community including serving personnel, veterans and their families.

In order to better understand their needs and general awareness, we are conducting research about the Armed Forces Covenant. We want to know what the level of understanding about the Armed Forces Covenant is and how they feel it is being delivered by public services.

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/as set out in this Privacy Notice. You can opt out of this/withdraw your consent at any time by contacting the officer responsible for the Armed Forces Covenant.

What information will we collect?

- If people are aware of the Armed Forces Covenant
- If people are aware that the City of York Council have signed the Armed Forces Covenant?
- If people have served in the arm forces
- What their understanding of the Armed Forces Covenant is?
- how much they think the Armed Forces Covenant benefits the armed forces community?
- If they are a member of the armed forces community
- Their post code
- The year they were born
- Their gender
- Their ethnic background
- If they or their families have availed themselves of local authority services for example, health, education adult social care.
- If they felt disadvantaged in accessing services due to their Armed Forces connection?
- Their name, email address and telephone number if they have given us their explicit and informed consent

What will we do with the information?

The feedback from the York armed forces community survey will be used by the City of York Council to

- ensure that community activities and services are relevant to the armed forces population in York.
- To help make improvements to how the local authority work with the Armed Forces community and promote and implement the covenant and support organisations working with our armed forces community.

Any information we use in presentations or reports will be anonymised and will not identify any individuals.

Reports will be made to specific groups of people including, for example

- funding bodies
- partner organisations

Presentations will be made to specific groups including, for example

- Steering Group
- York Armed Forces Covenant Forum
- Elected members

We will ensure that it is used for no other purpose and is not disclosed 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 the detection of fraud, etc. The online data will be collected using SurveyMonkey. To find out how they use your information, please visit or click [here](#).

Storage of Information

We will keep the information you give us and your personal data in the council's secure network drive and make sure nobody has access to it, who shouldn't.

Where you complete a paper copy of this survey, we will transfer the information you have given onto the council's secure network drive and make sure nobody has access to it, who shouldn't. We will confidentially and securely destroy the paper copy once this transfer is completed.

How long will we keep the information for?

We will keep the information you give us and your personal data for up to 3 years then we will securely destroy it.

Where required or appropriate to, 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 data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in either this Privacy Notice

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 foi@york.gov.uk or on 01904 554145 or write to the Data Protection Officer City of York Council West Offices Station Rise York YO1 6GA

If you'd like more information about this survey, or to withdraw your consent at any time, please contact shapingneighbourhoods@york.gov.uk