

## **Privacy Notice for interviews with families for City of York Council & Nesta Early Years Partnership**

This privacy notice was completed in May 2021 and will be regularly reviewed. When we use your personal data, City of York Council complies with data protection legislation and is the registered data 'Controller'. Our data protection notification is registered with the Information Commissioner's Office (ICO) – reference **Z5809563**.

Nesta is a charity registered in England and Wales with charity no. 1144091. For the purposes of this research project, Nesta is working with us and is the data 'Processor'.

### **Why is information being collected?**

City of York Council have formed an Early Years partnership with Nesta to work together to ensure every child has the best start in life. We are looking to communicate with families who have experience of having a 2 year old in York. We want to understand more about your experiences of being a parent/carer, and what kinds of support you need and would like for your family.

We hope that this research helps us to better understand the experiences of families with young children so that we can explore how services and available support can be improved.

### **What information will be collected?**

We are collecting:

- *Your name and contact details (phone number), so that Nesta can contact you for the research*
- *Demographic information, so that we can make sure we're capturing views from a whole range of people*
- *Your opinions and thoughts*

Participation is voluntary and you can choose to not to take part at all or not to answer any of the questions during the survey. You can also ask to stop at any time and stop receiving messages by texting: STOP. If you do want to stop, you do not need to explain why. If you choose to engage in this contact method your standard phone rates will apply.

## **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 Rob Newton, Social Mobility Project Manager (Mob: 07789653669, email: rob.newton@york.gov.uk)

The information you share with us in your responses will be used anonymously and will not be linked to you. There will be no way for a reader of the study report to identify who has participated in this research.

You can find out more about Nesta at

<https://www.nesta.org.uk/privacy/>

The information and quotes that we collect from your responses will be used to help design local services, inform a published report, and may be included in presentations and statistics. Any presentations, reports and statistics for publication or use outside of the authorised council staff, will be anonymised and any information that could identify you or your family will be removed so that it cannot be linked back to you. Reports containing anonymous information may also be shared with the general public and other organisations but you will not be able to be identified.

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

CYC and Nesta will not use the information for any other purpose than what is 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.

## **How will we keep your data confidential and secure?**

The information you give us will be kept securely and confidentially and will only be accessed by authorised staff. Your personal details will be stored securely and separately from information you share with us in response to the survey questions .

You can find out more about WhatsApp's privacy notice here <https://www.whatsapp.com/legal/privacy-policy-eea> and our network provider's privacy notice here <https://ee.co.uk/eeprivacycentre> and Firetext's privacy notice here <https://www.firetext.co.uk/privacy>.

### **How long will we keep the information?**

We will keep the information you give us until the research study is complete and then will securely and confidentially destroy it (by 31st July 2021).

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](mailto:information.governance@york.gov.uk) on 01904 554145 or write to: Data Protection Officer, City of York Council, West Offices, Station Rise, York YO1 6GA.