

Privacy Notice for Covid-19 Skills Analysis Survey

We will keep this privacy notice under regular review; it was last updated in April 2020. 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 is information being collected?

The recent coronavirus (COVID-19) outbreak presents an unprecedented challenge to existing services. We are working with the voluntary and community sector in York to boost the number of volunteers in York and target support to where it is most needed and effective.

Therefore we are asking people to register their skills and experience that maybe utilised in a different service area. These details will be used to help us match skills and availability to suitable volunteering or redeployment opportunities.

This means we need to tell you what we will do with the personal data we collect and get your consent for this. We only use your personal data with your explicit and informed consent for the purposes described in this privacy notice.

Participation is voluntary and you can choose not to answer some of the survey questions although this may prevent us from matching you with a suitable placement. You can withdraw your consent at any time, by contacting: business.intelligence@york.gov.uk or 01904 551550.

What information will be collected?

We will ask for the following information:

- Key skills
- Driving License and access to transport
- Availability
- Previous experience
- Contact email
- DBS status
- Redeployment preferences

What will we do with the information?

The information we collect will be used to help us match skills and availability to suitable volunteering and redeployment opportunities. We may use your contact details to follow up with you on a redeployment opportunity.

We will not use the data for any other purpose than stated and will not disclose to a third party ie other companies or individuals, unless we are required to do so by law for the prevention of crime and detection of fraud, etc

Online data will be collected using SurveyMonkey. To find out how they use your information please [click here](#).

Where will the information be kept?

We will keep the information you give us and your personal data in the council's secure network drive and make sure it can only be accessed by authorised staff at City of York Council.

How long will we keep the information?

We will keep the information you give us and your personal data for up to one year and then 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 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, 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:

Data Protection Officer
City of York Council
West Offices
Station Rise
York
YO1 6GA