

Privacy Notice for Early Talk for York Evaluation Survey

We will keep this privacy notice under regular review; it was last updated in September 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 Local Authority has a duty to evaluate the project work that it funds. This survey has been developed by the Local Authority to understand from professional stakeholders the effectiveness of the implementation to date of the Early Talk for York project. Participation in the survey is voluntary and you may opt out of answering some or all of the questions. You can withdraw your consent at any time by emailing EandA@york.gov.uk.

Why do we need personal information from you?

We only use your personal information with your explicit and informed consent for the purposes described/as set out in this Privacy Notice, in order to inform the evaluation of the early Talk for York project.

What information will be collected?

We will collect information about your roles, your wider team or organisation, and your experiences and perceptions of the project so far, including both quantitative and narrative data about your experiences.

What will we do with the information?

The data we receive from this survey will be analysed and the results used to inform our project evaluation. The data will be shared with stakeholders and may be included in reports however we will never use your name in any reports. Data will be anonymised and will not identify individuals. We will not use the data for any other purpose than stated 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, etc. Online data will be collected using SurveyMonkey.

To find out how they use your information, please go to

https://www.surveymonkey.com/mp/legal/privacy-policy/?ut_source=footer

Storage of information

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

How long will we keep the information?

We will keep the information you give us for up to three years and then will 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, 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

You can find out about your rights under data protection law, on the Information Commissioners Office (ICO) website. You can also find out more about how the City of York Council uses personal information and your rights at <https://www.york.gov.uk/privacy>.

If you want to exercise any of your rights, or If you have a question or a complaint about how we are using your information please contact the council's Data Protection Officer, by email to foi@york.gov.uk or phone 01904 554145 or write to:

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