

## **Privacy Notice for Adult Social Care survey**

We will keep this privacy notice under regular review; it was last updated in May 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 and has also required the majority of the workforce to work from home.

Therefore we are asking staff to let us know whether there is any further support or information that would be helpful. These details will be used to help us plan and provide support and information for adult social care staff.

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.

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 personal information:

Team

- Suggestions for further communications to staff
- Thoughts and experiences of home working arrangements
- Knowledge of strength based approaches in social care
- Views on ongoing peer support and development opportunities

### **What will we do with the information?**

This information will be used to help us plan and provide support and information for adult social care staff. 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.

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.

**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](mailto: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