

## **Privacy Notice for Members Return to Council offices Survey**

We will keep this privacy notice under regular review; it was last updated in November 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?**

We would like to understand your views on undertaking council duties from home during the coronavirus (COVID-19) pandemic and how you would like to access council office facilities once restrictions are eased as part of the governments roadmap. We are doing this in order to assess the concerns you have about around returning to council buildings and help shape the office and home working arrangements for members and officers needed to facilitate a hybrid working model.

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. You can withdraw your consent at any time, by contacting: [business.intelligence@york.gov.uk](mailto:business.intelligence@york.gov.uk) or 01904 551550.

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

We will ask your opinions about the support provided for members during the coronavirus (COVID-19) outbreak along with personal information, including employment details, age, gender and other protected characteristics.

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

The information we collect will be used to understand members views on the support being provided and how members are coping. We will not use any personally identifiable information and data will be anonymised and will not identify any individuals. A summary of the results will be provided to members.

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 here: [https://www.surveymonkey.com/mp/legal/privacy/?ut\\_source=footer](https://www.surveymonkey.com/mp/legal/privacy/?ut_source=footer).

### **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](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