

Privacy Notice – Provider Survey (Dementia Support)

This privacy notice was completed in September 2020 and we will review and update it regularly. When we use your personal data, 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.

Be Independent as part of City Of York Council (CYC) are conducting a survey to find out the impacts of the coronavirus pandemic on people living with dementia in care homes and those receiving home care. This information will be collated and themes from the survey will be shared with key stakeholders.

Participation in this survey is voluntary and we will only use the information you give us with your explicit and informed consent for the purposes as set out in this Privacy Notice. You can opt out of this, or withdraw your consent at any time, by contacting j.bell@york.gov.uk

What information will we collect for this survey

We will collect the below information about you and the person(s) you care for:

- Name of company
- Information about how staff have supported people living with dementia
- Use of technology
- Use of guidance to support people
- Additional support used and lessons learnt

Your participation is voluntary, although we hope that you will participate as the information will help us identify potential improvements to services. Once all responses are received, the information will be used internally by CYC

What will we do with the information?

We will never use your name or any other personal identifiable information in any presentations or reports, as personal data will be anonymised and will not identify any individuals.

Reports containing anonymous information for the purposes of:

- Assessing the impacts of coronavirus on staff and people living with dementia

- Finding out what support Providers have given to residents/customers during the pandemic
- Finding out what future assistance is needed from the Council and other organisations to ensure the well-being of residents/customers.

may also be shared with the general public and other organisations. We will not use the data for any other purpose than those set out in the 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, etc.

We will process responses using Survey Monkey. To find out how they use your information, please go to http://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 remove it from our system.

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 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

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 email, 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