

Privacy Notice for Provider Survey

We keep our privacy notice under regular review and it was last reviewed and updated June 2020.

We, Early Years and Childcare Service, City of York Council (CYC) are the “Controller” and we are registered with the Information Commissioner’s Office (ICO) (General Data Protection Regulation (GDPR) and the Data Protection Act 2018) – reference Z5809563.

Why is information being collected?

The Local Authority has a duty to ensure there is sufficient, high quality early years and childcare places to meet the needs of our families in York. Due to the current covid 19 situation, we are also required to submit regular data to the Department for Education regarding the number of providers who are currently open and closed across the city as well as the number of children who are currently attending provision. This survey has been developed by the Local Authority to help understand the current childcare situation across the city including the number of providers who are open and whether the childcare needs of families in York are being met. Participation in this survey is voluntary and you may opt out of answering some or all of the survey questions.

You can withdraw your consent at any time, by contacting earlyyearsfunding@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 childcare sufficiency analysis for the City of York area.

What information will be collected?

We will collect information about your setting, including provision type, current status regards opening, information on the number of children attending your provision, and whether you are able to meet the childcare needs of all your families.

What will we do with the information?

The data we receive from this survey will be analysed and the results used to inform our childcare sufficiency analysis. The data will be shared with the Department for Education 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](tel:01904554145) or write to:

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