

City of York Council Privacy Notice

We created this privacy notice in April 2022 and we will keep it under regular review. 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 will information be collected?

We are conducting a Family Hub Consultation to help with the development of the Family Hub model for York. We want to further develop our shared strategic vision and to ask for feedback to help design Family Hubs in York.

As a stakeholder working with families, children, and young people we would like to take your views into consideration. This means we need to tell you what we will do with the personal data we collect and get your consent for this.

Participation in this consultation is voluntary and we will only use the information you give us for the purposes set out in this Privacy Notice.

What information will we collect?

We will ask you for your comments, opinions, and feedback on your views what a Family Hub should look like. We also ask for your contact information including name, contact details and organisation, if you would like to be part of the core working group and / or be kept updated about developments.

What will we do with the information?

We will use your responses to help improve our services.

Also the information we collect may be included in presentations, reports and feedback. We never use your name or any other personal identifiable information in any presentations or reports, as it will be anonymised and will not identify any individuals.

Some examples of who we may share these with are:

- Other council services
- Our commissioners.
- Partner agencies who contribute to or have an interest including other departments within the City of York Council,
- York Hospital NHS Foundation Trust,
- Local schools and colleges
- Healthy Child Services from other localities.
- the public

If you are completing the consultation using Survey Monkey, to find out how we use your information, please visit: www.york.gov.uk/privacy#serviceprivacynotices

When you access the Survey Monkey consultation the City of York Council uses a third-party service known as Google Analytics to record your visit. We also use "Cookies" which are small text files that are placed on your computer when you visit a website. They are widely used to make websites work, or work more efficiently, as well as to provide information to the owners of

the site. To find out more about our use of Google Analytics and Cookies please see www.york.gov.uk/cookies

Who do we share data with?

We will only share your information where we have a lawful reason to do so. Sometimes we may be required or permitted under the Data Protection Act 1998/General Data Protection Regulation to disclose your personal information without your explicit consent e.g. if we have a legal obligation to do so such as crime prevention or, in some circumstances, when we feel that you or others are at risk.

You can find out more about how the City of York Council uses your information at <https://www.york.gov.uk/privacy>

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 privacy notice, want to exercise your rights, or if you have a complaint about how your information has been used, please contact us at information.governance@york.gov.uk

or on 01904 554145 or write to:

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