

Privacy Notice for Early Years Education during COVID 19 – feedback survey

We will keep this privacy notice under regular review; it was last updated in August 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 will information be collected?

The Early Years Education during COVID 19 survey would like to collate feedback from parents/carers, practitioners and other family members about the content of the Early Years Education during Covid 19 webpage. The Early Years Education during Covid 19 feedback survey is a focussed group of colleagues within the City of York council who work in the following areas Local Area Teams, Children's Social Care, Healthy Child Service, Early Years and Childcare Service. The feedback from customers is used to help us to improve services.

Participation is voluntary and you can choose not to answer some of the feedback questions.

What information about you do we collect?

The information you provide helps us to support children, young people and families and meet our legal responsibilities.

We do not ask for contact details, names or addresses in the feedback for Early Years Education during Covid 19. However, we do collect information on the area of York the parent/carers lives and the age range of the child. You do not have to answer any questions you do not want to and whether the participant is the parent/carers, practitioner, family friend or relative. We also ask if the parent is receiving support from other organisations or colleagues such as a social worker.

How do we use your personal information?

We will use the feedback survey to see how the Council and its partners are supporting families, to help design better services for families and to contribute to national surveys and government returns. We will protect it and make sure nobody has access to it who shouldn't and we will not keep it for longer than is necessary.

Any reports and statistics will be anonymous and cannot be linked back to your family or individuals.

We are using Survey Monkey to process responses. To find out how they use your information, please go to

http://www.surveymonkey.com/mp/legal/privacy-policy/?ut_source=footer

Who do we share data with?

Wherever possible we will discuss with you the reasons for sharing information and ask for your explicit consent. However, 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 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.