

City of York Safeguarding Children Partnership (CYSCP) Survey - Privacy Notice

We keep the privacy notice for staff surveys under regular review and we have used it to provide the privacy notice specific to the CYSCP PAMIC Tool Survey which is taking place from 22nd March 2021 to 8th April 2021. 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 PAMIC Tool is a tool for assessing and responding to the impact of parental mental ill health on children. The PAMIC Tool is to be used when considering how likely and with what severity an adult's mental ill health will impact on a child. It involves the practitioner thinking about the nature of risk and also the protective factors for the child so it includes the practitioner's professional judgement. It is intended for use by anyone involved in:

- Providing services to adults who are parents and/or carers
- Providing services to children and young people

It was developed and launched in December 2019, for use throughout the Partnership. The CYSCP are keen to assess practitioner's awareness and use of the tool. This feedback will be used to help to inform the CYSCPs decisions about the usefulness of the tool and where and how to disseminate further information about it.

We will explain why we are collecting personal data and will only use it with your explicit and informed consent.

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: cyscp@york.gov.uk

What information will be collected?

We do not ask for contact details, names or addresses in the feedback for the CYSCP PAMIC Tool Survey. However, we will collect your thoughts and opinions. You do not have to answer any questions you do not want to and whether the participant is a practitioner or partner.

What will we do with the information?

We will use the feedback from the survey to see how to help to inform the CYSCPs decisions about the usefulness of the tool and where and how to disseminate further information about it. The results from the survey will help design better services for children and young people affected by parental mental health.

The information we collect will be included in presentations, reports and performance framework. Any data for publication or use outside of the authorised officers will be anonymised and will not identify any individuals. Reports containing anonymous information may also be shared with the general public and other organisations.

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 click [here](#).

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.

How long will we keep the information?

We will keep the information you give us for up to three years 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, 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