

Privacy Notice for Homeshare Survey

This privacy notice was completed in February 2021 and will be regularly reviewed. 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**.

Why is information being collected?

York Homeshare are reviewing how the service is delivered and marketed.

York Homeshare matches somebody with a spare room that may need some extra support in their house or some company with a younger person in need of somewhere to live who can provide the support.

What information will be collected?

We are collecting your opinions/feedback on some potential changes to the scheme and if you

- Consider yourself to be eligible for Homeshare
- If you are a resident or practitioner in York
- If you are a practitioner in York, what sector your role comes under

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

We will also ask if you want to

- be contacted about your survey responses
- be informed of the outcome of this survey

What will we do with the information?

We are using the information you give us with your consent to develop a summary on views of Homeshare, including being contacted again about the outcome of this survey. You can withdraw your consent at any time by contacting Chloe Bennett on homeshareyork@york.gov.uk

The information we collect will be included in presentations, statistics and reports. Any presentations, reports and statistics for publication or use outside of the authorised council staff, will be anonymised and cannot be linked back to you or individuals. Reports containing anonymous information may also be shared with the general public and other organisations eg the Homeshare UK Network.

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.

Where we use Survey Monkey to process responses, you can find out how they use your information, at http://www.surveymonkey.com/mp/legal/privacy-policy/?ut_source=footer

If you have completed a survey over the phone, we will record the information you have given us onto the council's secure network.

We will not use the information for any other purpose than set out in this 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, 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 securely and confidentially destroy it.

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 information 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.