

## Privacy Notice for York Youth Council - Young People's Human Rights Survey

We keep our privacy notice under regular review and it was last reviewed and updated March 2021.

We, Children Education and Communities Directorate, 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 that young people’s views are heard. This survey has been developed by the Local Authority to help understand the current situation across the city and the needs of young people 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 [yorkyouthcouncil@york.gov.uk](mailto:yorkyouthcouncil@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 York Youth Council of young people’s views for the City of York area.

### **What information will be collected?**

We will collect information about your key stage, gender, and your opinions on the UN Rights of the Child. We will also ask what you would like us to do with the survey results to determine the next steps of the York Youth Council work. Then we will ask if you have any additional questions or comments.

### **What will we do with the information?**

The data we receive from this survey will be analysed and the results used to inform the York Youth Council’s upcoming work. The data will be shared with the Human Rights City project 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](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](mailto:foi@york.gov.uk) or phone 01904 554145 or write to:

Data Protection Officer

City of York Council

West Offices

Station Rise

York

YO1 6GA