

## **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 Child Protection Conference Survey which is taking place from 23<sup>rd</sup> November 2020 to 23<sup>rd</sup> December 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 Business Intelligence Hub is commissioned to conduct surveys and collect data, at times including personal information, on behalf of various council services.

As a consequence of Covid-19 all Child Protection Conferences held in the City of York on behalf of CYSCP since March 2020 have had to be undertaken as remote meetings, facilitated via Business Skype. The CYSCP are keen to learn from the families and professionals involved in these meetings in terms of what has worked, ideas about how remote meetings could be improved and whether there are any aspects of remote meetings that should remain. This feedback will help inform the CYSCP as to the future of how Child Protection Conferences should take place i.e. virtually, blended approach or face to face.

This survey is anonymous and we do not ask for personal information. 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](mailto: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 Child Protection Conference Survey. However, we will collect your personal information as we will ask for your thoughts and opinions. You do not have to answer any questions you do not want to and whether the participant is the parent/carer, practitioner or partners.

We also ask if the parent is receiving support from other organisations or colleagues such as a social worker.

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

We will use the feedback from the survey to see how Child Protection Conferences should take place in the future i.e. virtually, blended approach or face to face. The results from the survey will help design better services for families

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.

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.

Where you complete a paper copy of a survey we will transfer the information you have given onto the council's secure network drive and then securely destroy the paper copy once the transfer is complete.

## How long will we keep the information?

We will keep the information you give us and your personal data 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](mailto: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