

City of York Council Privacy Notice

We created this privacy notice in June 2022 and we will keep it under regular review. 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 Local Authority has a duty as a delivery partner of the national Supporting Families Programme to review early help arrangements. The Department for Levelling up, Housing & Communities (DLUHC) have provided an 'Early Help System Guide' which needs to be submitted to government by the end of June 2022. This survey is seeking input from multi-agency partners into that self-assessment and return.

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 alan.Hodgson@york.gov.uk

What information will we collect?

We will collect your self-assessment against questions set out in the 'Early Help System Guide' and basic details of your name, email address and which agency you are responding on behalf of.

What will we do with the information?

The data we receive from this survey will be analysed and the results used to inform a consolidated Early Help System Guide for submission back to DLUHC as part of the Troubled Families programme. The data will be used locally to inform the review and development of early help services. 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/>

Who do we share data with?

We will only share your information where we have a lawful reason to do so. Sometimes 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 information.governance@york.gov.uk

or on 01904 554145 or write to:

Data Protection Officer, City of York Council, West Offices, Station Rise, York YO1 6GA.