

## **Privacy Notice for Safeguarding Week and Conference survey**

We will keep this privacy notice under regular review; it was last updated in September 2019. 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?**

We are asking you to complete this survey to allow us to evaluate the effectiveness of Safeguarding Week and the Safeguarding Conference in keeping children, young people and adults in York and North Yorkshire safe. Your responses may be used for the evaluation report and to help us to make changes in the future to improve the services we and our partners provide during Safeguarding Week and the Safeguarding Conference.

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 us at: [cyscb@york.gov.uk](mailto:cyscb@york.gov.uk) or at <https://www.saferchildrenyork.org.uk/contact-us.htm>

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

We are asking for your opinion on various aspect of the Safeguarding Week and Safeguarding Conference, and whether attending the conference has had a positive impact on your working practices or on children, young people or adults.

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

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 ie 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 email, 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