

## **Privacy Notice for Provider Survey**

We keep our privacy notice under regular review and it was last reviewed and updated in November 2020.

We, Early Years and Childcare Service, 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 there are sufficient, high quality early years and childcare places to meet the needs of our families in York and this includes producing an annual early years and childcare sufficiency report. This survey has been developed by the Local Authority to help understand the current childcare situation across the city, including the impact covid-19 has had on provider sufficiency and whether the childcare needs of families in York are changing due to the current pandemic. 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 [earlyyearsfunding@york.gov.uk](mailto:earlyyearsfunding@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 childcare sufficiency analysis for the City of York area.

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

We will collect information about your setting, including provision type, information on the number of places you are able to offer, potential sufficiency issues, charges, changes in demand and whether you are able to meet the childcare needs of all your families.

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

The data we receive from this survey will be analysed and the results used to inform our childcare sufficiency analysis and annual report. 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 click [here](#).

## **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](tel:01904554145) or write to:

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