

Privacy Notice for Hybrid Working Survey

We will keep this privacy notice under regular review; it was last updated in October 2021. 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 is information being collected?

We would like to understand your views on hybrid working. We are doing this in order to assess the concerns you have about around returning to the work place and help shape the office and home working arrangements needed to facilitate a hybrid working model.

This means we need to tell you what we will do with the personal data we collect and get your consent for this. We only use your personal data with your explicit and informed consent for the purposes described in this privacy notice.

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: business.intelligence@york.gov.uk or 01904 551550.

What information will be collected?

We will ask for information on hybrid working and your views on returning to a council office including:

- What influences your decision to come in the office
- How regularly you expect to come into the office
- What type of activities you will undertake whilst in the office
- Equipment and support needed to work in a hybrid way
- Accessibility needs
- Personal information, including employment details, age, gender and other protected characteristics.

What will we do with the information?

The information we collect will be used to understand staff views on the returning to Council Offices and help shape the office and home working arrangements. We will not use any personally identifiable information and data will be anonymised and will not identify any individuals. A summary of the results will be published in Buzz and on the intranet in the near future.

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 here: https://www.surveymonkey.com/mp/legal/privacy/?ut_source=footer.

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 at City of York Council.

How long will we keep the information? We will keep the information you give us and your personal data for up to one year 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, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this Privacy Notice.

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, 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 or on 01904 554145 or write to:

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