

## **Privacy Notice for Housing ICT Programme Survey**

We will keep this privacy notice under regular review; it was last updated in June 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 current IT setup, your knowledge on IT in general and your learning style. We are doing this in order to find if we can offer any additional support in advance of and when we begin training.

We have asked for contact information at the end of the survey, which is compulsory as we would like to be able to assist people in any concerns they have re training.

We only use your personal data with your explicit and informed consent for the purposes described in this privacy notice.

Participation for this questionnaire is mandatory however you can withdraw your consent to share your information at any time, by contacting: [business.intelligence@york.gov.uk](mailto:business.intelligence@york.gov.uk) or 01904 551550.

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

We are asking in the survey the current place of your work (this for many is currently at home), IT equipment and your level of proficiency in IT. We would also like to understand your learning style so have included questions which will assist us in ascertaining this information.

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

The information we collect will be used to help us understand the current working environment and IT setup of staff who require training on the Open Housing System. The learning styles information will help us in designing the courses. The information will only be used by the Housing ICT Programme.

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 here: <https://www.surveymonkey.com/mp/legal/privacy>.

### **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](mailto:foi@york.gov.uk) or on 01904 554145 or write to:

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