

## **Childrens Social Care Staff Survey - Privacy Notice**

We keep the privacy notice for Children's Social Care staff surveys under regular review and we last reviewed this in March 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 will information be collected?**

The Business Intelligence Hub is commissioned to conduct surveys and collect data, at times including personal information, on behalf of various council services.

Many consultations and surveys are completely anonymous and do not ask for personal information. In some cases we will ask for personal data which will be used to help us to improve our services.

Participation is voluntary and you can choose not to answer some of the survey questions.

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

We are collecting your opinions, thoughts and feedback about your experiences at work in Childrens Social Care. Each Childrens Social Care staff survey will have different requirements when collecting data and may include personal information, thoughts and opinions. In most cases you will be able to opt-out of sharing your personal data.

We are using the information you give us with your consent. You can withdraw your consent at any time by contacting

<[CECAAdvancedSociaWorkPractitioners@york.gov.uk](mailto:CECAAdvancedSociaWorkPractitioners@york.gov.uk)>

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

The information we collect will be included in presentations and reports such as

- To the workforce as a whole
- Directorate and Corporate Management teams
- Ofsted or other regulatory bodies who inspect our practice i.e. peer review from another Local Authority

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 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.

We will compare the results and findings from previous Childrens Social Care staff surveys however we will not t compare or bring together any personalised information returned across other staff surveys

We are using SurveyMonkey and to find out how they use your information, please go to [www.surveymonkey.com/mp/legal/privacy](http://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.

### **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 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](mailto: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