

Privacy Notice for Early Years and Childcare Places - Parent Survey

This privacy notice was completed in July 2023 and will be regularly reviewed. When we use your personal data, the council complies with data protection legislation and is the registered 'Controller.' We are registered with the Information Commissioner's Office (ICO) – reference **Z5809563**.

Why is information being collected?

The council has a duty to ensure there are sufficient high quality early years and childcare places to meet the needs of our families in York. This survey has been developed to help better understand the childcare needs for parents across the City of York area.

What information will be collected?

We will ask for information about you and your household, including your children's ages, current and future childcare needs, and your opinions on childcare provision.

What will we do with the information?

The information you give us in this survey will be analysed and the results used to inform our childcare sufficiency analysis and may be included in reports. We will never use your name in any reports and all your answers will be kept anonymous and you and your children will not be identified in any reporting of this survey.

Reports containing anonymous information may also be shared with the public and other organisations.

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

We are using Survey Monkey to process responses, you can find out how they use your information, at http://www.surveymonkey.com/mp/legal/privacy-policy/?ut_source=footer

If you complete a paper survey, once you complete and return it to us, we will transfer the information you have given us onto the council's secure network and then destroy confidentially the paper copy.

We will not use the information for any other purpose than set out in this privacy notice 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, or, in some circumstances, when we feel that you or others are at risk.

Storage of information

We will keep the information you give us 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 for up to three years and then will securely and confidentially destroy it.

Where required or appropriate, 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 information 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 or on 01904 554145 or write to: Data Protection Officer, City of York Council, West Offices, Station Rise, York YO1 6GA.