



Local Area Team - Privacy Notice

We keep our privacy notice under regular review and it was last reviewed and updated in September 2018.

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**.

We ask that you read this privacy notice as it contains information about what we do with the data that is provided on this form.

What information do we collect?

The amount and type of personal data we collect from you will depend on why and how you are contacting or interacting with us at the Local Area Team Service, and the type of service you are requesting.

E.g.

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, disability and special educational needs)
- Courses, groups and events attended

Why we use your personal information

In many cases there is a law that says we must or can use your personal data and that we can do this without your consent or permission. The main one being the Childcare Act 2016 which places a general duty on the local authority to improve the well-being of young children in their area, and reduce inequalities between children in their area.

The Government put together a list of all statutory duties in 2011 the links can be found below, some of them may have been updated since then and new ones added.

<https://www.gov.uk/government/publications/review-of-local-government-statutory-duties-summary-of-responses--2>

<https://data.gov.uk/dataset/01171494-e40b-463f-9967-56d158412321/statutory-duties-placed-on-local-government>

However, where we need your consent, we will get your explicit and informed consent first.

We may be required or permitted, under data protection legislation, to disclose your personal data without your explicit consent, e.g. if we have a legal obligation to do so, such as law enforcement, regulation and licensing, criminal prosecutions and court proceedings.

How do we use your personal data?

We will only use your personal data in accordance with data protection and privacy legislation to provide you with our services at the Local Area Team Service and ensure access is only given to authorised staff on a need to know basis.

This will mean your personal data will be held by City of York Council, and will only be shared with individuals in other teams at City of York Council, or external partners, agencies and contractors involved in delivering or evaluating our services.

We only ask for what personal data is necessary and we will protect it and make sure nobody has access to it who shouldn't.

Anonymised data may be used to provide statistical and demographic information, for example to report on and evaluate the service. This may involve your anonymised data being shared with individuals in external organisations who are supporting the evaluation of the service.

We will keep your personal data in accordance with our retention schedule requirements and when we no longer have a need to keep it, we will delete or destroy it securely.

Where required or appropriate to, at the end of the retention period, we will pass onto the City Archives any relevant information.

We ask that you:

- give us accurate information
- tell us as soon as possible of any changes
- tell us as soon as possible if you notice mistakes in the information we hold about you

City of York Council does not pass personal data to third parties for marketing, sales or any other commercial purposes without your prior explicit consent.

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 it before we start, and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to this 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 full 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 foi@york.gov.uk or on [01904 554145](tel:01904554145) or write to the

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