

Privacy Notice for Student Health Network survey – October 2018

We keep this privacy notice under regular review and it was last reviewed and updated in October 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**.

Why will the information be collected?

We are conducting this survey to review the Student Health Network.

This means we need to tell you what we will do with the personal data we collect and get your consent for this.

Participation in this survey is voluntary and we will only use the information you give us with your explicit and informed consent for the purposes as set out in this Privacy Notice. You can opt out of this/withdraw your consent at any time by contacting healthandwellbeing@york.gov.uk

What information will we collect?

This survey will ask you for your comments, opinions, and feedback on topics related to the focus of the Student Health Network.

Your participation is voluntary and you can choose to not answer some or all of the survey questions.

What will we do with the information?

The information we collect from this survey will be used to inform the future operation and development of the Student Health Network.

Anonymised summary of the survey response data may be included in presentations, reports and discussion about the Student Health Network

and will be shared with the partner organisations who contribute to or have an interest in the Student Health Network, which include;

- City of York Council;
- Vale of York CCG;
- University of York;
- York St. John University;
- York College;
- Askham Bryan College;
- Higher York;
- Student Association bodies;
- York CVS;
- York Bid;
- York Cares;
- York Hospital NHS Foundation Trust,
- Tees Esk and Weir Valley NHS Foundation Trust,
- North Yorkshire Police

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

We never use your name or any other personal identifiable information in any presentations or reports, as personal data 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 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, please click [here](#).

Analytics

When you visit the consultation (link available on consultation page), City of York Council uses a third-party service known as Google Analytics to record your visit. To find out more about City of York Council's privacy notice and how, please visit:

https://www.york.gov.uk/info/20247/website/1591/privacy_and_transparency

We do this to get reports on the number of people who have used the website as well as trends and patterns about the pages that are viewed or reports that are downloaded. These reports are informed by ‘standard internet log information’ such as your IP addresses. This information will not be used to identify you personally. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

If we do collect personal data, or invite you to complete a survey about your visit, we will make it clear when we are collecting personal information and we’ll explain what we intend to do with it.

If you do not want Google Analytics to make a record of your visit you can download a tool that will allow you to opt out of being tracked by Google Analytics across all websites. To do this, visit <http://tools.google.com/dlpage/gaoptout>.

Cookies

‘Cookies’ are small text files that are placed on your computer when you visit a website. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

The table below describes the different types of cookies, including what they are used for and how long they will stay on your device.

_ga	2 years	Used to distinguish users.
_gid	24 hours	Used to distinguish users.
_gat	1 minute	Used to throttle request rate. If Google Analytics is deployed via Google Tag Manager, this cookie will be named _dc_gtm_<property-id>.

AMP_TOKEN	30 seconds to 1 year	Contains a token that can be used to retrieve a Client ID from AMP Client ID service. Other possible values indicate opt-out, inflight request or an error retrieving a Client ID from AMP Client ID service.
gac<property-id>	90 days	Contains campaign related information for the user. If you have linked your Google Analytics and AdWords accounts, AdWords website conversion tags will read this cookie unless you opt-out. Learn more.

Storage of the information

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 in the Public Health Department; the ICT Department.

How long will we keep the information for?

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, 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