



## Barnsley MBC PRIVACY NOTICE

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**At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when the Council collects your personal information. This notice applies to information the Council collect in relation to Covid-19.**

### **Stage one: Who are we?**

The Public Health team at BMBC want to support the emotional wellbeing of children and young people in Barnsley during the Covid-19 pandemic and beyond. This short survey will be sent out to all children and young people in Barnsley every four weeks and it will help us to understand how we can best support people through this difficult time.

### **Stage two: What type of information we will collect from you**

- School year
- The first three letters of your postcode
- Gender
- If you have a disability
- If you are a carer for someone
- Feelings about lockdown

We will not collect any information from you that we do not need to provide and oversee this service to you.

### **Stage three: Why do we need your personal information**

We will use your information to: inform how we can better support your emotional wellbeing by offering more bespoke offers of support to meet the needs of CYP in Barnsley

### **Stage four: How we will collect your personal information**

Your information will be collected via a short online survey. The data you give us will be completely anonymised and anyone who participates will not be identifiable. It will be stored securely and only the appropriate people will have access to the results. Your data will then be destroyed appropriately after the retention period of seven years.

### **Stage five: Our Legal Basis for processing your information**

We collect and use your information under:

6(1) (a) – the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

9(2) (a) - the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

### **Stage six: Why we may need to share your information**

The Council will not share your information with anyone without consent unless the law and/or our policies allow us to do so for example, in the following circumstances:

- the law states that we can
- there is a risk of serious harm or threat to life
- we are directed by a court of law

Any data shared will not allow for the identification of individuals and will be fully anonymised.

### **Stage seven: Who we may share your information with**

Where there is a need identified, as outlined in section 6 above, your information will be shared with:

Children's Services within BMBC namely:

- Education
- Early help
- Children's social care

## **Stage eight: How long will your information be kept?**

The data we collect from this survey will be kept securely for up to seven years in accordance with BMBC [retention schedules](#). After this period, it will be securely destroyed. The wording of this survey means that your data has undergone anonymisation, meaning that the answers you give will not allow us to be able to identify you personally. If you still do not wish for this data to be collected, we advise that you do not complete this survey.

## **Stage nine: What will happen if you fail to provide personal information?**

This survey is not mandatory and you are not obliged to take part, however if you choose not to take part it may result in your views not being taken into account when collating responses which will be used to inform BMBC's well being support offer to children and young people in Barnsley.

## **Stage ten: How to access and control your personal information**

The Council has a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the Council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.uk) or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on [DPO@barnsley.gov.uk](mailto:DPO@barnsley.gov.uk).

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at [www.ico.org.uk](http://www.ico.org.uk)