



Dolly Parton Imagination Library Parent Survey Transparency Statement

We take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Anna Ross Public Health Principal. Email annaross@wakfield.gov.uk.

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Telephone: 01924 305211

Email: dpo@wakefield.gov.uk

2. How we use your data:

Parent Survey Responses are collected using the Survey Monkey tool by Wakefield Council Public Health department

We use the information collected to help measure how well the Dolly Parton Imagination Library Programme is working.

The information collected by Wakefield Council Public Health in the context of this survey may be shared with Wakefield Council Educational services and local schools, to help them measure how well the Imagination Library is working.

We use contact information (where consented as this is optional in the survey) to potentially follow up on survey results in the longer term

We will not use your contact information to contact you for any other reason.

You can stop delivery of future parent surveys about the Dolly Parton Imagination Library by contacting Anna Ross (Public Health Principal) , details outlined in Section 1.

3. What authority does the Council have to collect and use this information?

The parent survey responses are to further Public health research

- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller.
- Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

4. How long will we keep your data?

The personal information collected for the purpose(s) in section 2 will be held over a period of twenty five years in order to demonstrate the impact of the Dolly Parton Imagination Library on key milestones over a child's education and development.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Automated Decision Making

Part of our process includes automated decision making. You have a right to not be subject to a decision based solely on automated processing.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

6. Transfer of data outside the EU

Wakefield Council uses the Survey Monkey Service to facilitate its parent survey. SurveyMonkey Inc. is located in the United States and accordingly, data (to include Respondent data) will be transferred to the United States. They are certified under the EU-US Privacy Shield and Swiss-US Privacy Shield Programs. For further details <https://www.surveymonkey.com/mp/legal/privacy-policy/>

The data that Wakefield Council hold that is extracted from the survey will not leave the EU.

7. Further processing

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.