**Privacy Notice for GM Information Strategy public consultation running from 7th of Oct to 2nd of Dec 2022**

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| **Data controller:**  | Greater Manchester Combined Authority, Churchgate House, 56 Oxford Street, Manchester M1 6EU  |
| **ICO registration reference:**   | Z5119967  |
| **Customer enquiries contact details:**  | officeofdpo@greatermanchester-ca.gov.uk  |
| **Data Protection Officer:**  | Phillipa Nazari, Greater Manchester Combined Authority  |

1. **Who we are**

The Greater Manchester Combined Authority (GMCA) is made up of the ten Greater Manchester councils, the Greater Manchester Fire and Rescue Service, and the Mayor of Greater Manchester. We work with other local services, businesses, communities and other partners to improve the city-region.

1. **Summary of the survey**

GMCA is the data controller for the personal data gathered from this consultation, which means that they will determine the purpose and means of processing your personal data, with GM Consult as a data processor, only processing your personal data on GMCA's behalf.  Before submitting your response, you may find additional information about how GMCA process your personal information and your rights on the link here: [Privacy policy and data protection - Greater Manchester Combined Authority (greatermanchester-ca.gov.uk)](https://www.greatermanchester-ca.gov.uk/who-we-are/accounts-transparency-and-governance/privacy-policy-and-data-protection/)

Your participation in the consultation is fully voluntary, so you are free to discontinue at any time.

GM Consult is used to facilitate a consultation in relation to the delivery of the GM Information Strategy (GM IS). The GM IS was adopted in January 2022 by the Greater Manchester Combined Authority, and the leaders of the ten districts of Greater Manchester. The GM IS sets out a vision for the future of information in Greater Manchester. To realise this vision, the GM IS needs to develop a delivery plan – a plan that says what we are going to do as a city region with our information, tackling our most serious information challenges, and realising the full potential of our information. The consultation has a set of around 40 open questions aimed at everyone to understand: what do we need to get right, or fix, as a basis for better management, sharing, and use of information in Greater Manchester? What actions do we need to take to support Greater Manchester to move towards a frontier-facing city region that provides opportunities to do new things with information? What frontiers can we push to deliver a better information ecosystem? The consultation will be open from 5th October to 30 November 2022.

1. **What information we will collect from you (the purpose and legal basis for processing information)**

The information that will be collected is primarily personal opinions, or views of an organisation about the information strategy. We will also collect the following information: whether you are responding as an individual or an organisation; if you are responding for an organisation, what type of organisation it is; and some socio-demographic data to help with our equalities monitoring.

We will collect the following information:

* The local authority area you live in
* Your ethnicity
* Your religion
* Your age
* Your gender
* Your sex
* Your email address

We are requesting this because we want to ensure that we hear from Greater Manchester's diverse communities, as well as a representative sample of Greater Manchester communities, and that any policy decisions or interventions are based on the needs of different communities.

As the GMCA has legal responsibilities for Greater Manchester residents' well-being, as well as a responsibility to treat them fairly and equally, the legal basis for conducting this survey and using the survey data will be:

* Article 6 1(e) 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

And for the more sensitive data:

* Article 9 2(g) processing is necessary for reasons of substantial public interest

1. **How we ensure the security of your data**

The GMCA is committed to providing the appropriate levels of security to the information we collect, and we use reasonable measures to prevent unauthorised access to that information.  We are required to demonstrate that our solutions meet the required levels of personal, procedural, policy, data and technical security. We will only process personal information for the purposes it has been collected or subsequently authorised.

This survey is hosted on software called Citizen Space, which is provided by Delib/GM Consult. The security measures, firewall, access control and administration privileges for the Delib service have been reviewed and accepted by the GMCA. We also have a contract in place with Delib, which states the services they must provide.

The data from this survey will not be transferred to any other third party for processing.

1. **Information retention**

The GMCA will keep your information for three years from the point at which the survey closes. We may keep your information in an anonymised format after this time for statistical purposes and in these cases, all personal information will be removed.

1. **Transferring data**

All data collected as part of this survey will remain in UK.

1. **Data sharing**

The information collected as part of this survey will only be used by the GMCA for the purposes explained above.

1. **What rights do individuals have?**

The GMCA is obligated to comply with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

Under data protection law, your rights include:

* Your right of access - You have the right to ask us for copies of your personal information.
* Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
* Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
* Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
* Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.
* Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request, please contact us at:

Email: officeofdpo@greatermanchester-ca.gov.uk

Post: Office of the DPO GMCA, Churchgate House, 56 Oxford Street, Manchester, M1 6EU

1. **How can I make a complaint?**

If you are not satisfied with how the GMCA is using the information we hold about you please contact our Data Protection Officer by emailing officeofdpo@greatermanchester-ca.gov.uk.

If you are still not satisfied with the GMCA’s response to any request to exercise your individual rights or if you believe that the GMCA is not processing your personal data in accordance with the law, you can contact the Information Commissioners’ Office:

Post: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Telephone: 0303 123 1113