

PRIVACY NOTICE FOR OPPORTUNITY PASS SURVEY (MAY 2019)

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 and the Mayor of Greater Manchester. We work with local services, businesses, communities and other partners to improve the city-region.

2. Summary of the survey

Commitments towards the Opportunity Pass were initially set out in ***Our Manifesto for Greater Manchester*** (Andy Burnham, 2017), and these were based on conversations with hundreds of people of all ages:

“... As these [bus reform] powers become available, we will use them to give all 16-18 year olds in Greater Manchester a free bus pass... We will task the Youth Combined Authority with scoping the development of an “Opportunity Pass” across Greater Manchester.”

Young people are at the heart of the opportunity pass and so far, they have been involved in deciding its name, and what the card should look like.

This survey asks what opportunities young people would like to be included, and how they should be accessed.

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

The survey asks questions about the type of places you’re interested in visiting, and the type of things you like doing. It also explores how you think opportunities should be accessed.

It also asks your age and the local authority area you live in, as well as some more sensitive information:

- Your gender identity
- Whether you identify as trans/transgender
- Your ethnicity
- Your religion
- Your sexuality
- Whether you have a disability

We are asking for this as we want to make sure we hear from Greater Manchester's diverse communities, and also to ensure any decisions are based on the needs of different communities.

4. How we ensure the security of your data

GMCA is committed to the security of 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 Citizen Space, which is provided by Delib. They have provided evidence that they are certified under the Cyber Essentials Scheme.

5. Information retention

GMCA will keep your information for 12 months from the point at which the survey closes.

6. Transferring data

GMCA does not routinely transfer information collected from surveys to other systems or organisations.

7. Data sharing

The information collected as part of this survey will only be used by the GMCA for the purposes explained. The survey does not collect information that could personally identify you.

8. What rights do individuals have?

GMCA must 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 by:

- Email: officeofdpo@greatermanchester-ca.gov.uk
- Post: Office of the DPO GMCA, Churchgate House, 56 Oxford Street, Manchester, M1 6EU

9. 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:

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

Helpline number: 0303 123 1113