

## Privacy Notice for Developing a Race Equality Panel for Greater Manchester

<b>Data controller:</b>	Greater Manchester Combined Authority, Churchgate House, 56 Oxford Street, Manchester M1 6EU
<b>ICO registration reference:</b>	Z5119967
<b>Customer enquiries contact details:</b>	<a href="mailto:officeofdpo@greatermanchester-ca.gov.uk">officeofdpo@greatermanchester-ca.gov.uk</a>
<b>Data Protection Officer:</b>	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.

### 2. Summary

This application form is to apply to be a member of Greater Manchester's Race Equality Panel. The application form asks for applicants to detail:

- Why you would like to be part of the Race Equality Panel, and why you think you would make a good panel member
- The issues you have experience, knowledge and expertise in
- Your links to communities, and how you will represent them
- Any voluntary, community or faith organisations you're part of
- Any potential conflicts of interest

Applications will be used to shortlist panel members.

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

The application form also collects the following information in order to we select a panel that represents Greater Manchester communities:

- Your age bracket
- Your gender
- Whether you identify as trans/transgender

- Your ethnic background
- Your religion
- Your sexuality
- Whether you have a disability

As the GMCA has legal responsibilities for the wellbeing of Greater Manchester residents, the legal basis 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

#### **4. How we ensure the security of your data**

The 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 application is hosted on software called Citizen Space, which is provided by Delib. 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 application will not be transferred to any other third party for processing.

#### **5. Information retention**

The GMCA will keep your information for three years from the point at which applications close. 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.

#### **6. Transferring data**

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

#### **7. Data sharing**

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

#### **8. What rights do individuals have?**

The 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 at:

Email: [officeofdpo@greatermanchester-ca.gov.uk](mailto: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](mailto: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