**Privacy Notice for Greater Manchester Fire and Rescue Service:**

**Disposable Vapes and e-cigarettes – R4GM survey.**

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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](mailto:dataprotection@manchesterfire.gov.uk) |
| **Data Protection Officer:** | John Lawrence Curtis, Greater Manchester Combined Authority |

1. **Who we are**

We are Recycle for Greater Manchester the public facing brand for the Waste and Resources team at the GMCA. We work with 9 of the 10 districts in Greater Manchester (Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford) to develop and deliver bespoke campaign to improve recycling in GM.

1. **Summary of the survey**

We are currently working on a campaign #BeBatteryAware to make residents aware of the importance of disposing of batteries correctly. In built batteries are becoming a real issue for our recycling teams as they are being thrown away incorrectly and fires at recycling centres and bin wagons have increased.

One of the biggest issues we have has come from the increase of disposable vapes, they are on the rise and without a proper outlet for disposal they are ending up in paper and card sorting facilities and Greater Manchester’s MRF (Materials Recovery Facility) the inbuilt batteries on these are the cause of many incidents and fires in the past year.

To tackle this growing issue we are working on a second phase of the campaign that will focus on vapes, to develop this campaign we want to understand people’s behaviours toward buying, using and disposing of them.

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

The survey is shaped to collect information on peoples behaviours toward buying, preferences and disposing of vapes.

The only personal data collected will be age banding so we can better target and deliver our communications.

**4. 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. 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, it will only be used to shape the upcoming campaign.

**5. Information retention**

Documents will be password protected and deleted after 12 months. Microsoft Office calendar event will be set to remind us of this. We will keep your information in an anonymised format after this time for statistical purposes and in these cases, no personal information is to be collected.

**6. 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 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

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](mailto:dataprotection@manchesterfire.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