**Privacy Notice for Greater Manchester Local Nature Recovery Strategy Pre-Consultation Feedback Form (February, 2024)**

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| **Data controller:**  | Environment GMCA |
| **ICO registration reference:**  | Z2751067 |
| **Customer enquiries contact details:**  | naturerecovery@greatermanchester-ca.gov.uk  |
| **Data Protection Officer:**  | John Lawrence Curtis – Assistant Director Information and Data GovernanceOfficeofDPO@greatermanchester-ca.gov.uk  |

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 use of the Database**

Greater Manchester Combined Authority is required under the Environment Act (2021) to develop a Local Nature Recovery Strategy for Greater Manchester. As part of the preparation of the strategy we now want to know what the public and organisations think so we can develop priorities which are right for Greater Manchester. This survey has been created to help local people and organisations to input into the priorities developed for the strategy.

The survey will seek views

 - What you think about the current state of nature in Greater Manchester

- What you think a more nature friendly Greater Manchester should look like

- What actions you would like included in the strategy and those that you might be able to take locally

Data is being collected from respondents who have opted to complete the Greater Manchester Nature Recovery survey. The survey is being hosted on the GM Consult website (Citizen Space).

The results will be analysed by GMCA and used to inform the preparation of the Local Nature Recovery Strategy. A further formal publication consultation will be undertaken in 2024.

Survey responses will be collected via an automated report through the Citizen Space tool. This will be in a single database with limited access. Information and responses will be used to inform the preparation of the Greater Manchester Local Nature Recovery Strategy.

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

The following special category data will be collected:

* Racial or ethnic origin
* Health
* Sexual orientation
* Age

This basis we are relying upon is the following:

* Explicit Consent - the individual has given a clear statement expressed in words, providing consent to process their personal data for a specific purpose - Article 9 - 2(a)
1. **How we ensure the security of your data**

The collected data will be stored on a server in a shared drive on the GMCA premises. This will be in a password protected folder with limited access to members of the Environment Team and the Engagement Team. This will be in a secure building accessed by access card, with a staffed reception, out of hours alarms and onsite staff have ID cards.

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.

1. **Information retention**

The GMCA will keep your information for two years (in line with the timescales for the preparation of the strategy).

1. **Transferring data**

All data collected as part of this project 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. Aggregated data will be shared with GM local authorities’ in preparation of the Greater Manchester Local Nature Recovery Strategy.

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

The GMCA must comply with the United Kingdom General Data Protection Regulations (UK 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 Commissioner’s Office:

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

Telephone: 0303 123 1113

Online Chat: [Advice services for members of the public | ICO](https://ico.org.uk/global/contact-us/contact-us-public/public-advice/)