

# Privacy Notice for Places for Everyone, a joint Development Plan Document of 9 Greater Manchester Boroughs (Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Tameside, Trafford and Wigan)

## Who are we?

**Organisation Name:** Greater Manchester Combined Authority

**ICO Registration reference** Z5119967

**Customer enquiries Contact Details:** - [officeofDPO@greatermanchester-ca.gov.uk](mailto:officeofDPO@greatermanchester-ca.gov.uk)

**Data Controller:** Greater Manchester Combined Authority, Tootal Buildings  
56 Oxford Street, Manchester M1 6EU

**Data Protection Officer Details:** - John Laurence Curtis, Assistant Director Information & Data Governance, Greater Manchester Combined Authority, Tootal Buildings, 56 Oxford Street, Manchester M1 6EU

## What is Places for Everyone?

This is our plan for sustainable growth in the 9 boroughs, it;

- sets out how they should develop up to the year 2039,
- identifies the amount of new development that will come forward in terms of housing, offices, and industry and warehousing, and the main areas in which this will be focused,
- identifies the important environmental assets which will be protected and enhanced,
- allocates sites for employment and housing required outside of the urban area,
- supports the delivery of key infrastructure, such as transport and utilities,
- defines a new Green Belt boundary for the 9 boroughs.

## Purpose and Legal Basis for Processing Information in this Service

The lawful basis for processing your information as set out in Article 6 of the UK GDPR is: Article 6 (1) (e) Public Task - the processing is necessary to perform a task in the public interest and has a clear basis in law.

The GMCA is undertaking a public consultation on proposed modifications to the Places for Everyone plan on behalf of and in collaboration with the nine boroughs and will need to collect and store the information about the people responding to the consultation so their comments are attributable and verifiable. The nine boroughs are obliged to produce a Local Plan and to undertake public consultation. This is a legal obligation to comply with the following legislation:

- The Planning and Compulsory Purchase Act 2004, as amended
- The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended

In order to do this we will collect your name, full postal address, email address, telephone number and if appropriate, the name and address of the organisation you are representing. Your contribution to the consultation and your name will be made public along with your responses but any personal or identifying information will be removed.

GMCA must comply with the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018.

## How do we collect information from you?

We collect information from you when you provide comments and representations as part of the Places for Everyone modifications' consultation.

### **What types of information do we collect from you?**

We collect contact information in relation to your name, email, telephone number and postal address. Also any responses you make to the Places for Everyone modifications' consultation will be held alongside your contact details.

### **What we will use the information for?**

The information collected via the Places for Everyone modifications' consultation response form will be used to inform the Places for Everyone Joint Development Plan document.

At the end of the consultation period, your responses will be published in full by the GMCA, including on our website. On this basis it is advised that you do not include sensitive personal data in your response. To ensure an open and fair examination, it is important that the Planning Inspector and all other participants in the examination process know who has made the representations on the plan and the content of those representations. We will publish your name and associated responses, but will not publish other personal information such as telephone numbers, email addresses or private addresses.

### **Who has access to your information?**

We will be using two different software providers

- Citizen Space provided by Delib. They have provided evidence that they are certified under the Cyber Essentials Scheme.
- Objective Keystone- will store your information for analytical purposes only.

Programme Officer - the information and representations you provide (including telephone numbers, email addresses and postal addresses) will be shared with the Programme Officer appointed by the GMCA to administer the examination on behalf of the GMCA and the appointed Planning Inspector(s), to be used as necessary for the purposes of conducting the examination and subsequent stages in the preparation of the Plan.

Planning Inspectorate - the representations including names of those making representations will be shared in full, with the Planning Inspector(s). Further details about how the Planning Inspectorate processes your information are available on the Planning Inspectorate website.

If you choose not to provide data for this purpose, or ask us to erase your data, you will be unable to participate in the Local Plan process.

### **Keeping your information up to date**

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

### **Under 13's**

If you are accessing online services and are aged 13 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

### **Keeping your information secure**

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. The standards in ISO27001:2013 are applied as a benchmark. We are also certified under the Cyber

Essentials (basic) Scheme. We will only process personal information for the purposes it has been collected or subsequently authorised.

If we believe your information has been breached we will inform you, fully investigate the breach and take appropriate action. This action may include the involvement of law enforcement and the Information Commissioner's Office.

### **Your rights in relation to the personal data we process**

- Access – you can request copies of any of your personal information that is held by the Council.
- Rectification – you can ask us to correct any incorrect information.
- Deletion – you can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.
- Portability – you can ask us to transfer your personal data to different services or to you.
- Right to object or restrict processing – you have the right to object to how your data is being used and how it is going to be used in the future. However, we can refuse to do this if there is a lawful reason for us to process this data.

### **Information Retention**

GMCA is committed to managing information in line with the needs of our organisation. We keep the information you give us as part of the consultation for as long as is necessary to carry out the functions for which it was originally collected. We will not keep this information for longer than is necessary. It will then be destroyed using appropriate destruction techniques. We may keep some anonymised information after this time for statistical purposes and in these cases, all personal information will be removed.

Contact details will be retained on our database to enable people to be kept informed of planning policy and related documents. If you wish to be removed from the mailing list, please contact us at the following email address: [planningandhousing@greatermanchester-ca.gov.uk](mailto:planningandhousing@greatermanchester-ca.gov.uk).

### **Transferring data**

The GMCA collects the minimum amount of information during consultations and does not routinely transfer this information to other systems or organisations. Any sharing of data is done securely and for the purpose of the project. Data can be disclosed without consent, where, for example, it is required for the prevention or detection of crime.

### **The consequences of the failure to provide information**

Individuals taking part in the consultation are required to supply personal information to enable the contributions to be verified and contributors to be kept informed. If you choose not to provide data for this purpose, or ask us to erase your data, you will be unable to participate in the Local Plan process.

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

Under the UK GDPR, individuals have specific rights.

Find out more about your rights from the Information Commissioner's Office at [Information Commissioner's Office \(ICO\)](#) i.

If you wish to see the information we hold about you or you wish to be removed from our mailing list so that you no longer receive updates about the consultation please contact Planning Team on [planningandhousing@greatermanchester-ca.co.uk](mailto:planningandhousing@greatermanchester-ca.co.uk).

If you wish to exercise any of your information rights please submit your request in writing to [officeofDPO@greatermanchester-ca.gov.uk](mailto:officeofDPO@greatermanchester-ca.gov.uk). You may be asked to provide photo ID before we release your information.

### **ICO Contact Details**

If you are not satisfied with our response to any request to exercise your individual rights or believe we are not processing your personal data in accordance with the law you can contact the Information Commissioner's Office.

<https://ico.org.uk/global/contact-us/contact-us-public/public-advice/>

Or telephone:

Tel: 0303 123 113