

**Privacy Notice: Greater Manchester Life Readiness Survey 2020**

|  |  |
| --- | --- |
| **Data controller:** | Greater Manchester Combined Authority, Broadhurst 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:** | Phillipa Nazari, Greater Manchester Combined Authority |

**Who we are**

The Greater Manchester Combined Authority (GMCA) is a body with various powers that is funded by the public and tries to make changes to improve the lives of everyone who lives in Greater Manchester. It has representatives for the people of Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford and Wigan. These people all work together with the Mayor of Greater Manchester, Andy Burnham.

Working alongside the GMCA, a Youth Combined Authority has also now been created. This is the first of its kind in the country. It has a wide and diverse membership so that it can represent a significant number of other young people. This advises the Mayor and GMCA on key issues and concerns of young people, makes suggestions about possible solutions, and completes specific pieces of work. You can read more about the Youth Combined Authority here: [www.greatermanchester-ca.gov.uk/yca](http://www.greatermanchester-ca.gov.uk/yca) .

**Supporting young people to be ‘life ready’**

The GMCA and its Youth Combined Authority are working together to ensure that young people in Greater Manchester get the support they need to develop skills and be ready for life after school and college.

One of the things the Mayor has said, is that we want to go out to Greater Manchester’s young people and find out how we can improve things to help young people have hope and feel optimistic about their future. A key part of being able to change things is first of all to understand how young people feel now, how confident they are that they are getting the skills they need to succeed when they finish school or college. We then need to track things, and go back to the young people of Greater Manchester and keep on asking them, to see if things are actually improving.

**The Greater Manchester Life Readiness Survey**

We want to get views from as many young people as possible in academic Year 10 and we think a survey is a good way to do this. We will be asking teachers to tell pupils how to complete the survey, so we get as many people to complete it as possible. Each school will get to see its own overall results and how things compare to other similar schools. The GMCA and Youth Combined Authority will get to see a general picture of whether things are improving across Greater Manchester as a whole.

It will also be able to see whether some schools are getting more positive messages from young people than others. We’ll look at whether girls feel any differently to boys. We’ll also be looking to check that things are headed in the right direction for young people from all different parts of Greater Manchester.

**Why your involvement will make a difference**

The GMCA wants to work with schools to ensure that young people are getting some of the things that we know are important, for example,

* good careers advice
* meaningful work experience
* contact with employers
* extra support for any young person that might be struggling with exam pressure or other things going on in their life.

If there are things that we can do in one school that work in another school, we’ll try to promote that. If we can see that things aren’t improving, we’ll know we need to try harder or to try different things.

The findings from the survey will also be shared with a new [Youth Task Force](https://www.greatermanchester-ca.gov.uk/what-we-do/young-people/youth-task-force-and-young-persons-guarantee/young-persons-guarantee), which was established in summer 2020. This will help to develop a “Young Person’s Guarantee” in Greater Manchester, in response to the impact which we know the COVID-19 crisis is having, and is likely to have, on young people.

**What information we will collect about you**

The Greater Manchester Life Readiness Survey is short and simple. It’s been tried out by the Youth Combined Authority to check it is easy to complete. The survey has a number of questions in it. Mainly asking whether or not you agree or disagree with life readiness statements like:

1. I have hope and feel optimistic about my future.
2. I feel that my generation will generally have a better life than my parents’ generation.
3. I am generally confident in my own skills and abilities.
4. I usually cope well with most unexpected problems I come across in my life.
5. When I finish my education, I will have the skills and knowledge I need to be prepared for life.
6. If I do well with my education, I will have the same chance as everyone else of getting a steady job.
7. I feel in control about future education, training and job prospects.

Further questions follow a similar format and ask about your experience of careers education in schools, along with questions about how satisfied you are with different aspects of your life at the moment. We also ask about your experience of the COVID-19 pandemic, and what support you would like.

Anyone completing the survey will not be asked to give their name, but we do want to find out some information about you that builds a picture of who is completing the survey. For this reason, the survey asks:

* what school you attend
* your gender
* your ethnicity
* if you have a disability or learning difficulty
* your home address postcode.

The GMCA has legal responsibilities for the wellbeing of Greater Manchester residents, as well as ensuring that residents are treated equally in the services that are provided. Therefore, the legal basis for undertaking this survey and using the survey data 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

**What happens with your data**

The GMCA promises to respect and protect the information you share with us. We will only use your information for the purpose we have explained in this notice.

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 GMCA will take the data from Delib and hold it on their secure servers. The GMCA also have security measures in place to keep your information safe and limit the people who can see it.

You can find out more information about data protection on the GMCA’s website here:

[www.greatermanchester-ca.gov.uk/data\_protection](http://www.greatermanchester-ca.gov.uk/data_protection).

**Who will see your data?**

Your individual response to the survey will be stored in a secure place and will only be accessible to a small number of GMCA employees who will analyse the results. We will create statistical reports that show the overall patterns and trends in the data. Nothing in these reports will reveal personal information about you.

**What will your data be used for?**

Your data will be used to create statistics that schools, local Councils and the Greater Manchester Combined Authority can use. It will help them see where they need to encourage, enable or assist young people to take part effectively in education or training. The information that we produce will also be shared with the organisations working to develop the Young Person’s Guarantee. The four key areas of focus for this work are listed on the GMCA website – see [here](https://www.greatermanchester-ca.gov.uk/what-we-do/young-people/youth-task-force-and-young-persons-guarantee/young-persons-guarantee) for further details.

The headline statistics will also be published in reports and presentations that will be publicly available.

Before the information is published or provided to schools or local Councils it will go through an approved process to prevent you or any single person being identified from it.

**How long will we keep your data for?**

The GMCA will keep your information for six years from the point at which you complete the survey. We will keep the statistical information after this time for reference purposes and in these cases, all personal information will be removed.

**Transferring data**

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

**Data sharing**

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

Some of the data from this survey will be provided to The Children’s Society. This very limited amount of data will be anonymised so that no one can be identified from it. It is important that the GMCA provide The Children’s Society with this data as it will greatly help the research that they do in this area. This means that the data from this survey will not only be used to help young people in Greater Manchester but nationally too.

Finally, some of the data from this survey will be provided to The University of Manchester. Again, this very limited amount of data will be anonymised so that no one can be identified from it. The reason for sharing this data is so that the University of Manchester can help develop our understanding of emotional and mental health and wellbeing, which will help ensure the right support is available for young people, and that young people know how to access it.

**What are my rights over my information?**

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 wish to make a request, please contact us at:

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

Postal: Office of the DPO GMCA, Churchgate House, 56 Oxford Street, Manchester, M1 6EU

You can find out more information about data protection on the GMCA’s website here:

[www.greatermanchester-ca.gov.uk/data\_protection](http://www.greatermanchester-ca.gov.uk/data_protection)

You can also find out more details on your information rights on the Information Commissioner’s Office website here:

<https://ico.org.uk/your-data-matters/>

**How can I make a complaint?**

If you are unhappy with how we are using the information we have about you, please get in contact with our Data Protection Officer to see if they can help. You can do this by emailing [officeofdpo@greatermanchester-ca.gov.uk](mailto:officeofdpo@greatermanchester-ca.gov.uk). You can also make a complaint to us using the same email address.

If you are still not happy 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