

Privacy Policy for The Glovebox Guide Competition

Organisation Name: Greater Manchester Fire & Rescue Service

ICO Registration reference: Z5119967

Customer enquiries Contact Details: dataprotection@manchesterfire.gov.uk

Data Controller: Greater Manchester Combined Authority (GMCA)
Churchgate House
56 Oxford Street
Manchester
M1 6EU

Data Protection Officer Details: Philipa Nazari

The Glovebox Guide

The Glovebox Guide is aimed at young drivers aged 16-25 years old who hold either a Provisional Driving Licence or are Full Driving Licence. The guide is full of useful road safety information to help new drivers keep themselves and their passengers safe as they enjoy learning to drive and then becoming a fully qualified driver. The guide covers several topics that include, The Law, Sharing the Road, Accident Check Lists etc.

The promotion is open to all residents of Greater Manchester between the ages of 16 and 25 who have received a Glovebox Guide or link from Greater Manchester Fire and Rescue Service, Safe Drive Stay Alive and the Driving vehicle and Standards Agency. They must hold a Provisional Driving Licence or Full Licence to take part in the Competition. The winner will be required to provide proof of ID and age.

Purpose and Legal Basis for Processing Information in this Service

What information will we collect?

Questions will be asked as part of a Survey in order to take part in the iPad Competition. Questions 1 – 4 will ask the reader about information from the guide to test what they have learnt about Road Safety. The rest of the survey will be used to evaluate the content of the guide and will also capture any behavioural changes after reading the guide.

This information will be collated, and an evaluation report will be produced, and findings will be made available on our GMFRS website.

In order to find a winner of the competition, the following data will be collected.

- Name
- Email
- Phone Number
- Age
- Parent/Guardian -Contact Name & Address if under 18 Years Old
- Date of Licence Issue (Provisional or Full) - Tick Box
- GM Resident - Tick Box

Rules of the competition will be made available on our website, along with a link to GM Consult to enter the Glovebox Guide Competition.

Participation in this survey is voluntary. If you want to withdraw your survey at any time, please email hopkinsr@manchesterfire.gov.uk and your information will be securely destroyed.

How we ensure the security of your data

GMFRS/GMCA must comply with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Find out more about your rights from the Information Commissioners office at ico.org.uk.

GMFRS/GMCA is committed to making sure the information we collect is secure and we use reasonable measures to prevent unauthorised access to your information. We are required to demonstrate that our solutions meet the required levels of personal, procedural, policy, information, and technical security. The standards in ISO27001:2013 are applied as a benchmark. We are also certified under the Cyber Essentials Scheme.

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 Commissioners Office

Your information can sometimes be disclosed without consent, where, for example, it is required for:

- Protecting the vital interests of the data subject (e.g., release of medical data in an emergency)
- Safeguarding issues (e.g., helping to prevent abuse and neglect)
- The prevention or detection of crime

We keep the information we collect securely within our electronic systems. We only process personal information for the purposes it is collected. This survey is hosted on Citizen Space, which is provided by Delib who have provided evidence that they are certified under the Cyber Essentials Scheme.

Data Retention

GMCA are committed to managing information in line with the needs of our organisation, UK Government best practice and to fully meet the requirements of current legislation. We keep the information collected in this survey for 12 months from the point at which the survey closes. After this time your information will be securely destroyed and deleted from our systems.

We will retain the analysis of your information and will ensure that individuals cannot be identified.

The consequences of failure to provide information

This survey is voluntary, and you can choose to opt-out of completing it at any point.

How the data subject can exercise the right to object or raise Subject Access Requests

If you wish to submit a Subject Access Request or exercise any of your rights, submit your request in writing to OfficeOfDPO@greatermanchester-ca@manchester.gov.uk. You will need to provide photo ID before we release your information.

ICO Contact Details

If you are unhappy with our response to a request for information or believe we are not processing your personal data in accordance with the law, you can contact the Information Commissioners' Office too seek advice or make a complaint

<https://www.gov.uk/data-protection/make-a-complaint>

[Tel: 0303 123 113](tel:0303123113)