**Privacy Policy for Safe Drive Stay Alive Competition**

**Organisation Name:** Greater Manchester Fire & Rescue Service

**ICO Registration reference:** Z5119967

**Customer enquiries Contact Details:** [dataprotection@manchesterfire.gov.uk](mailto: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

GMFRS is the data controller for the personal data gathered from this survey, which means that they will determine the purpose and means of processing your personal data, with GM Consult as a data processor, only processing your personal data on GMCA's behalf.

Consent - The individual has given clear consent for you to process their personal data for a specific purpose - Article 6 - 1(a) This should be under your heading that starts with (Purpose and Legal Basis for Processing Information in this Service)

**What rights do individuals have?**

The GMFRS is obligated to 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.

**Safe Drive Stay Alive**

Safe Drive Stay Alive (SDSA) is an award-winning, performance-based road safety intervention, now delivered on a national scale across much of the UK. In Greater Manchester it is delivered in collaboration by Greater Manchester Fire & Rescue Service (GMFRS), Greater Manchester Police (GMP), Northwest Ambulance (NWAS) and Salford Royal NHS Foundation Trust (SRFT).

Safe Drive Stay Alive comprises of a series of films & Speakers, featuring people recalling true stories and the real-life impacts of road traffic collisions. We have carefully included real stories, whereby risk-taking and consequences can be clearly linked by the viewer, with the aim of helping young people see for themselves how their actions when out in cars could be life changing. We cover the messages about the “Fatal 5” risks known to lead to young driver collisions within our film clips. These are speeding, distraction, drink and drug driving, non-seatbelt wearing and peer pressure. We also appeal to our audiences to be good influences as passengers and to speak up if they don’t feel safe.

The Surveys will be conducted by in-house researchers at GMFRS/GMCA and will consist of an online survey, hosted on the GMCA consultation hub, called GM Consult.

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

The survey aims to understand the impact of the SDSA Performance on young people who attend a Live performance.

The Pre & Post Survey will collect responses to several questions around driving & passenger behaviours. This research will be collated and will be published the following year as part of the Projects Evaluation. By taking part in the Surveys and

give a Pledge, this will automatically enter the young person into the SDSA Competition to win £350 of Apple Vouchers. See Terms & Conditions for further information.

**What information will we collect?**

Links to the Surveys will be circulated by the Road Safety Development Officer to Schools/Sixth Forms/Colleges and groups via the Booking Lead Contact Email Address supplied at the time of booking. The first survey will be due for completion 2 weeks prior to delivery, the Post Survey to be completed, 2 weeks after delivery of the SDSA Performance, along with a Road Safety Pledge.

To inform the winner, the following information will be collected.

* Name
* Email Address
* Name of School/College

Participation in this survey is voluntary. If you don’t want to share personal data, you can still take part in the Survey, an option to opt out of the Competition will be provided on GM Consult.

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](https://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 or 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](mailto: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