**Privacy Notice for Repair Week Event Listing – R4GM survey.**

|  |  |
| --- | --- |
| **Data controller:** | Greater Manchester Combined Authority, Churchgate 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:** | John Lawrence Curtis, Greater Manchester Combined Authority |

1. **Who we are**

We are Recycle for Greater Manchester the public facing brand for the Waste and Resources team at the GMCA. We work with 9 of the 10 districts in Greater Manchester (Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford) to develop and deliver bespoke campaign to improve recycling in GM.

1. **Summary of the survey**

We have partnered with ReLondon on the Repair Week campaign. The aim of Repair week is to help residents to learn practical repair skills and direct them to groups and businesses who provide repair services.

We will contact community groups and repair businesses and ask if they have any events planned during repair week that we could promote to residents. We will have a directory on the R4GM website where residents can find repair events and repair services in Greater Manchester.

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

We will ask for information about the community group/business and details about the public event you are holding including event time and location.

We will ask for a blurb about the group/business to include on the directory for promotion.

To enable us to communicate relevant updates on the scheme we will require your contact name and email address.

To withdraw consent for us to process your personal data to contact you in relation to this event, or to request that your personal data is deleted please send a request to the address shown below:

Email: Recycle4GM@greatermanchester-ca.gov.uk

**4. How we ensure the security of your data**

The GMCA provide appropriate levels of security for the information we collect, and we use reasonable measures to prevent unauthorised access to that information. We are required to demonstrate that our Information Security solutions meet the required levels of

personal, procedural, policy, data, and technical security. We will only process personal information for the purposes it has been collected or subsequently authorised.

This survey is hosted on Citizen Space, which is provided by Delib. The security measures, firewall, access control and administration privileges for the Delib service have been reviewed by the GMCA.

The data from this survey will not be transferred to any other third party for processing, it will only be used to shape the upcoming campaign.

**5. Information retention**

Documents will be password protected and securely deleted after 12 months. We will keep your information in an anonymised format after this time for statistical purposes and in these cases, however the information is not personally identifiable.

**6. Transferring data**

The data about the events will be listed on our website from 26th February – 18th March 2024.

The directory of repair businesses information will be listed on the Recycle for Greater Manchester website for 12months.

**7. Data sharing**

The information collected about the public events will be listed on the R4GM website and shared on social media to promote the public events being held. Data will not be directly sent to any other organisation or 3rd parties.

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

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 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](mailto: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](mailto:dataprotection@manchesterfire.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 Commissioners’ Office:

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

Telephone: 0303 123 1113