

**Privacy Notice for the collection of employer information for the Greater Manchester Combined Authority’s T-Level placement pledge drive**

<b>Data controller:</b>	GMCA
<b>ICO registration reference:</b>	Z5119967
<b>Customer enquiries contact details:</b>	gmintegratedteched@greatermanchester-ca.gov.uk
<b>Data Protection Officer:</b>	John Laurence Curtis, Assistant Director Information & Data Governance, Greater Manchester Combined Authority, Tootal Buildings, 56 Oxford Street, Manchester M1 6EU

**1. Who we are**

The Greater Manchester Combined Authority (GMCA) is made up of the ten Greater Manchester councils, the Greater Manchester Fire and Rescue Service, and the Mayor of Greater Manchester. We work with other local services, businesses, communities and other partners to improve the city-region.

**2. What is the T-Level Placement Pledge?**

The GMCA has made a commitment to make 1,000 more T-Level placements available in Greater Manchester before the end of the 2024/2025 academic year. The T-Level Placement Pledge is a way for individuals from organizations across Greater Manchester to register their interesting in hosting a T-Level placement.

**3. How will the information be collected?**

On the T-Level webpage, which is hosted on the GMCA website, there is a link to pledge a placement. The information will be manually input by the respondent and collected through an electronic form.

**4. What is the purpose of data collection?**

We will use the information to contact you regarding T-Levels, such as how to set up your own T-Level placement.

**5. What information we will collect from you**

We will collect your full name, email address and the name of the organisation you are representing.

**6. Our Lawful basis for processing personal data under GDPR**

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

The lawful basis for processing your information is Article 6 1 (e) Public task - The processing is necessary to perform a task for an official function and the task or function has a clear basis in law.

## **7. How we ensure the security of your data**

The Data Controllers comply with their obligations under the UK GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

All electronic survey information will be encrypted with a secure password and access will be restricted to the Data Controllers' teams.

## **8. Information retention**

We will retain personal data until the relevant document is superseded or for a period of six years from adoption or completion of the document. Schedules of comments, including the name of the person and/or organisation making them, may be retained indefinitely. Any personal data collected will be stored securely and will not be used to identify you.

## **9. Transferring data**

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

## **10. Data sharing**

Your information will be shared with team members who are responsible for employer within the Education, Work and Skills directorate.

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

The GMCA must comply with the UK 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

## **12. 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:officeofdpo@greatermanchester-ca.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 Commissioner's Office:

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

Telephone: 0303 123 1113

Online Chat: [Advice services for members of the public | ICO](#)