

## Privacy Notice for Employment Provision Mapping across GM (March, 2022)

<b>Data controller:</b>	Greater Manchester Combined Authority, Churchgate House, 56 Oxford Street, Manchester M1 6EU
<b>ICO registration reference:</b>	Z5119967
<b>Customer enquiries contact details:</b>	<a href="mailto:officeofdpo@greatermanchester-ca.gov.uk">officeofdpo@greatermanchester-ca.gov.uk</a>
<b>Data Protection Officer:</b>	Phillipa Nazari, Greater Manchester Combined Authority

### 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. Summary of the survey

GMCA has a key strategic role for the sub-region as both a commissioner of programmes to increase the life skills and work readiness of our residents, and as a convenor of partnership working and integration across the skills system. Following publication of the [Levelling Up White Paper](#) and [UKSPF pre-launch guidance](#) in February 2022 a potential gap of 15 months has been identified between the final ESF programme starts in April 2023, and first UKSPF starts under the People and Skills strand in April 2024. In order to inform decisions on future skills programmes and identify the scale of risk posed through this gap it is imperative to provide a robust evidence base of when serious gaps in provision emerge and which groups of young people will be most affected. This map will provide an initial overview of NEET and Youth Employment support provision, where it is delivered, to whom, and when it is due to end.

Following the commission of the GM ESF NEET and Youth Employment programme, a stakeholder workshop was held in January 2022 to connect GM-wide youth employment providers together to widen understanding of their offers and consider opportunities for collaboration. Through this workshop it was highlighted that there is a lack of overall awareness of all the offers available for young people which can create a barrier for front line staff and referral agencies to signpost to the right offer for each individual and can lead to providers duplicating offers in a place.

A survey will be created on GM Consult to mitigate against this lack of understanding and will seek to inform future decisions on skills programmes where serious gaps in provision emerge.

GMCA will collect the below information from a range of commissioners, providers and local authorities across Greater Manchester.

- Organisation name
- Contact details
- Website url
- Project name (option to add more than one)
- Location of delivery (drop down – eg GM, LA)
- Funding source
- Eligibility criteria
- Referral sources
- Project end date
- Projected cohort numbers
- Target cohort – eg age, barriers
- Summary of offer with additional drop down to identify type (eg careers guidance, mentoring, 121, groupwork, HWB, job coaching, work experience, volunteering, start-up/enterprise)
- Outcomes/impact measures

As the GMCA has legal responsibilities for the wellbeing of Greater Manchester residents, and a responsibility to treat them fairly and equally, 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
  - There will be no sensitive data collected on this programme.

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

The GMCA is committed to providing the appropriate levels of security to the information we collect and we use reasonable measures to prevent unauthorised access to that information. We are required to demonstrate that our 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 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 data from this survey will not be transferred to any other third party for processing.

### **4. Information retention**

The GMCA will keep your information for three years from the point at which the survey closes. We may keep your information in an anonymised format after this time for statistical purposes and in these cases, all personal information will be removed.

### **5. Transferring data**

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

## **6. Data sharing**

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

### **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

## **7. 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 Commissioners' Office:

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

Telephone: 0303 123 1113