**Privacy Notice for Skills Bootcamps Market Engagement Events**

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| **Data controller:**  | Greater Manchester Combined Authority, Churchgate House, 56 Oxford Street, Manchester M1 6EU |
| **ICO registration reference:**  |  |
| **Customer enquiries contact details:**  | officeofdpo@greatermanchester-ca.gov.uk |
| **Data Protection Officer:**  | Laura Walsh, Laura.Walsh@greatermanchester-ca.gov.uk |

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.

1. **Summary of the survey**

The purpose of this online survey is to capture requests for further information and news to be sent to you regarding the Skills Bootcamps commissioning as a result of your organisation’s attendance at the Skills Bootcamps Employer Engagement events which took place between 17th – 27th January 2023. By completing the online form and ticking the boxes you are agreeing to be contacted by the Education, Work, & Skills Team to support you by providing further information regarding the Skills Bootcamps commission, and wider Work & Skills, and GMCA news and opportunities.

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

The survey will ask you some questions about which information you are interested in.

As the GMCA has responsibilities for the wellbeing of Greater Manchester residents, and a responsibility to treat them fairly and equally, the legal basis for asking you complete this form and using the form 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
1. **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.

1. **Information retention**

The GMCA will keep your information for three years from the point at which the form closes. We may keep your information in after this time if you choose to continue the relationship with the Education, Work & Skills Team and wider GMCA.

Should you choose to opt-out from any further engagement with GMCA, we will cease to send any further communications to you from the point you choose to opt-out. GMCA will however retain a record that you have chosen to opt-out, for 3 months from this date, to ensure that we do not re-engage with you.

1. **Transferring data**

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

1. **Data sharing**

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

1. **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

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.

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