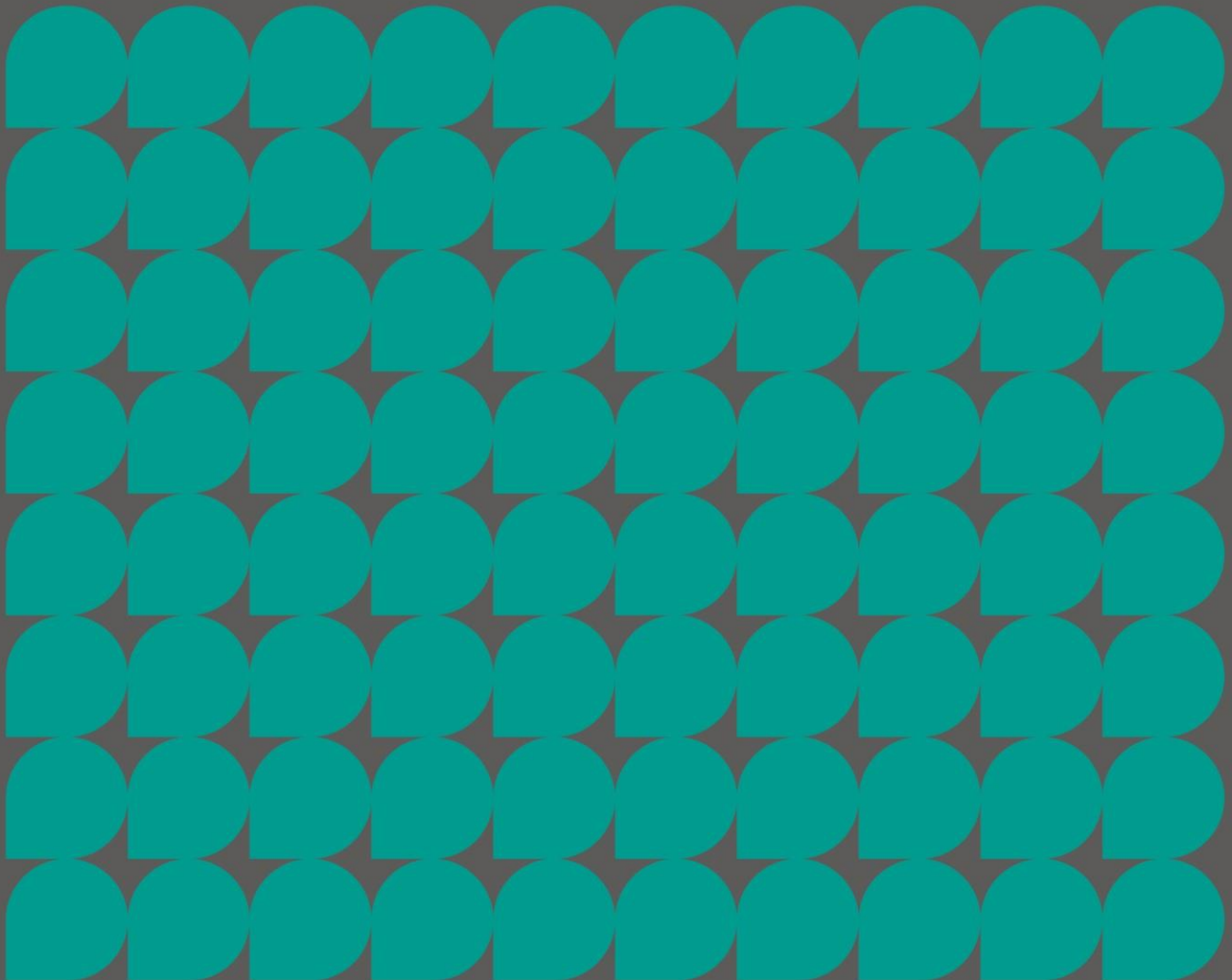


UKSPF Privacy Notice

GM Business Growth Hub – Local Business

V3 – 12.02.2024



1. Who we are

The Greater Manchester Combined Authority (GMCA) is made up of the ten Greater Manchester councils (Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford and Wigan) and the Mayor of Greater Manchester.

This privacy notice is specifically for UKSPF funding across Local Business delivered by GM Business Growth Hub. The UK Shared Prosperity Fund (UKSPF) is a three-year domestic fund running from 2022-2025.

The overall aim of the UK Shared Prosperity Fund is to support the UK Government's wider commitment to level up all parts of the UK by delivering on each of the four parts of the [Levelling Up agenda \(Gov.uk\)](https://www.gov.uk/levelling-up):

- Boost productivity, pay, jobs and living standards, especially in those places where they are lagging.
- Spread opportunities and improve public services, especially in those places where they are weakest.
- Restore a sense of community, local pride and belonging, especially in those places where they have been lost.
- Empower local leaders and communities, especially in those places lacking local agency.

The primary goal of UKSPF is to build pride in place and increase life chances across the UK, while recognising the acute challenges town centres and communities have faced during the Covid pandemic.

Greater Manchester Combined Authority (GMCA) is the lead authority for the UK Shared Prosperity Fund (UKSPF) and Multiply adult numeracy scheme in Greater Manchester. It has overall accountability for how the Fund is administered in the city region.

GM Business Growth Hub is part of The Growth Company. The Growth Company is a not-for-profit organisation which drives business, economic, personal and professional development within communities by boosting employment, skills, investment and enterprise for the benefit of all. To achieve this, The Growth Company is made up of different legal entities. Details of these companies, and the brands by which you recognise them, can be found [here](#).

2. What information we collect

During initial engagement and throughout the UKSPF programme, the GMCA needs to collect the following information regarding businesses and individuals accessing the UKSPF programme (note: the extent of data collection depends on what aspect of UKSPF funding is being received, if you require any further details please speak with the provider):

Businesses:

- Business Name (including address and contact information)
- CRN/ UTR Number
- Role within the business/ownership status

Individuals accessing skills or individual support programmes and business leaders:

- Name (including Forename and Surname)
- Email Address
- Address (including postcode)
- Telephone number
- Date of Birth
- Gender / Gender Identity
- Ethnicity
- National Insurance Number
- Employment status/ labour market status
- Education Background (including basic skills level, highest education attainment, last engagement in education)
- Household situation
- Disability status and health conditions
- Recipient of benefits
- Information on programme (qualification, hours of learning undertaking, start and end date of programme)

In some instances, there may be a requirement to present evidence to confirm identity and check eligibility to receive the funding. Details from the documentation are recorded i.e., unique document reference numbers but full copies are not collected.

3. How we collect your information and who we will share it with

To deliver the UKSPF funding, the GMCA has partnered with Local Authorities, Stakeholders and Delivery Partners. These Partners (for the purpose of this Privacy Notice, GM Business Growth Hub) are responsible for collecting the information listed above and sharing it with the GMCA.

We use it to administer the UKSPF programme, which includes sharing specified data with the Department for Levelling Up, Housing and Communities (who are responsible for the UKSPF funding). Collection and sharing of specific data with the Department for Levelling Up, Housing and Communities is necessary to enable them to monitor the effectiveness of the programme and for the funding payments from the UK government.

Some personal data will also be shared with the Department for Business and Trade (DBT) and/or nominated partners for research and evaluation purposes, including with other HM Government business support services. DBT provide funding to Growth Hubs nationally, and use the data to evaluate the performance, outputs and impact of all Growth Hubs. This includes matching the data to other public and

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commercial datasets to track the effect of support on such things as business turnover and employee numbers. The personal data required by DBT includes:

- Name (including Forename and Surname)
- Email Address
- Address (including postcode)
- Telephone number
- Business Name (including address and contact information)
- CRN/ UTR Number
- Role within the business/ownership status
- Age
- Gender / Gender Identity
- Ethnicity
- Disability status and health conditions

Further to the purpose of funding, GMCA will use the data to monitor the performance and assess the outcomes of the UKSPF projects that are being delivered across Greater Manchester. This will include for the purposes of evaluation and to support the UKSPF programme for Greater Manchester.

Where we need to share your personal data with others, including third parties, we ensure this data sharing complies with data protection legislation.

4. Who is the Data Controller for personal data collected as part of the UKSPF programme

The GMCA and The Growth Company are the Joint Data Controller for the data listed above.

In some circumstances, The Growth Company may need to collect additional information from you i.e. for the training and/or support they provide. If it was not a requirement of our contract with them, The Growth Company is the Data Controller for such additional information. This includes any feedback they request from you on delivery of the funding, which they collect for their own continuous improvement purposes.

The Department for Levelling Up, Housing and Communities is an independent Data Controller for data we share with them as conditions for receiving funding payments from the UK Government.

5. Our lawful basis for processing your personal data

For processing personal data our lawful basis is:

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.

For processing special category data our lawful basis is:

Article 9 2(g) processing is necessary for the reasons of substantial public interest.

The information we collect is used in the delivery of the UKSPF Programme and so that we can evidence compliance. The information is also used to ensure that GMCA can evaluate the impact of the programme, to ensure the funding is being used in the best interests of the residents and business within Greater Manchester.

6. How we ensure the security of your personal data

The GMCA is committed to the security of your personal information. We aim to ensure that we have appropriate physical, technical, and organisational controls in place to protect all personal data we collect or receive. For example, ensuring our network is protected and monitored. All our employees receive training on how to handle personal data securely.

Where we use external companies to collect or process data on our behalf, we carry out comprehensive checks before we work with them and ensure that contracts are in place that set out our expectations and requirements.

7. How long we will keep your information

The UKSPF Programme will only keep your personal information for as long as we need it. We decide how long to keep your personal information based on the needs of the department and the law.

We will keep your information for up to 6 years; this is so we can evaluate the success of the UKSPF programme. We will take necessary steps to keep your information safe. It will then be securely destroyed when it is no longer needed.

8. Your information rights

The GMCA must comply with the UK 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

Postal: Office of the DPO GMCA, Churchgate House, 56 Oxford Street, Manchester, M1 6EU

The GMCA will only be able to comply with your rights in relation to the information they have collected.

9. How you can 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 by:

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

Helpline number: 0303 123 1113

For more details on how the GMCA use data please visit our website:

<https://www.greatermanchester-ca.gov.uk/who-we-are/publication-scheme/privacypolicy-and-data-protection/>