

## Privacy Notice for Businesses (Employment Engagement and Essential Work Skills for GM Residents)

<b>Data controller:</b>	GMCA
<b>ICO registration reference:</b>	Z2751067
<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>	John Laurence Curtis

### 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 use of the Database

The Employer Engagement for Essential Work Skills (EEEWS) will engage with adults aged 19 and over, to provide them with the skills needed for entering and sustaining work, progressing onto an apprenticeship, or other further learning.

We will be working with businesses and individuals with the same focus of understanding their skills and needs with implementing the above. Both businesses and individuals will need to sign up and provide data, this will inform us of the steps within the project and any subsequent evaluation to understand their needs.

The Growth Hub is a Data Processor. This means that they are responsible for collecting and processing your personal data on behalf of the Data Controller. For more information on how they handle your personal data, their privacy notice can be found [here](#)

### 3. What information we will collect from you

GMCA need to collect the following information regarding businesses and individuals accessing the EEEWS programme.

For Individuals we will collect:

- Name (including Forename and Surname)
- Email Address
- Address (including postcode)
- Telephone number
- Date of Birth
- Gender

- Ethnicity
- Government issued personal identifiers e.g. driving licence, passport, national insurance or NHS 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)
- End of course information (improved skills, qualification, or employment status, progressed from the programme)

When enrolling, individuals are also required to present identity documents, such as their Passport, Driving Licence or Birth Certificate. These are used to confirm identity and check eligibility for the training course. Details from the documentation are recorded (e.g. Passport Number and expiry date) but full copies are not collected.

For Businesses we will collect:

- Business Name
- Employer Contact Details
- Business Postcode
- Full time Equivalent
- Business Turnover

#### **4. Our lawful basis for processing under UK GDPR 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

#### **5. How we ensure the security of your 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 requirement.

## **6. Information retention**

The EEEWS 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 7 years after programme completion; this is so we can evaluate the success of the EEEWS programme. We will take necessary steps to keep your information safe. It will then be securely destroyed when it is no longer needed.

## **7. Transferring data**

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

## **8. Data sharing**

We sometimes need to make personal data available to other organisations including Third Party Evaluators and stakeholders involved in the delivery of EEEWS, for example: Employers, Providers and provider representative groups, Government Officials and evaluation partners. Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation.

The GMCA is required to share personal information with the Department for Education. The collection and sharing of personal information is necessary to monitor the effectiveness of the programme and for the funding payments from the Department for Education to be allocated. Further to the purpose of funding, GMCA will use the data to monitor and evaluate the performance and assess the outcomes of the Multiply Scheme projects being delivered. Personal information of participants of the Multiply Scheme will be stored by GMCA on its Greater Manchester Individual Tracker (GMIT) system.

The information you supply is also used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record, as part of the functions of the DfE.

For more information about how your information is processed by the DfE and to access your Personal Learning Record, please read the [Learning Records Service \(LRS\) privacy notice](#).

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

The GMCA must comply with the UK General Data Protection Regulations (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@greetermanchester-ca.gov.uk](mailto:officeofdpo@greetermanchester-ca.gov.uk)

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

#### **10. 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@greetermanchester-ca.gov.uk](mailto:officeofdpo@greetermanchester-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](#)