

Privacy Notice for Mayor's Question Time

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

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.

Summary of the event

Mayor of Greater Manchester, Andy Burnham, will be holding Question Time events in the week before every Combined Authority meeting, in the area in which the meeting will be held.

Partnered with key regional media, the events aim to highlight and answer questions on local issues, posted by members of the public.

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

Registration for the events is being managed through Eventbrite. The Eventbrite registration form will ask you for your name, email address, and organisation (if representing them). We ask for an individuals organisation, so we can plan for the subject areas that might be raised.

We ask for other information to manage attendance, be able to contact you with updates about the event and to ensure that we can contact you if any plans for the event you've registered for, change.

It also allows people to register for either 'in-person' attendance at the event, or the occasional option of joining the virtual room where people can participate in the conversation remotely. We will also contact you after the event to ask for feedback.

We will also ask about any special access requirements to ensure that we can meet your needs at an event.

During the event, we will use the Eventbrite app to sign people in to the event. This is a secure electronic way to register attendance and allows us to only send follow-up surveys to those that have attended. It also means that there are no pieces of paper with identifiable information on about attendees.

Where we have a virtual room, we will explain to people how they can anonymise their name at the corner of their screen at the start of the virtual meeting, before the recording starts being livestreamed. People will be able to withdraw from the virtual room at any stage.

As mentioned, after the event we will send out feedback surveys to attendees to see if they would find the event valuable. These will only be sent to those people who attended either the in-person or virtual room. Feedback surveys will be sent out using Citizenspace, our Greater Manchester consultation hub (gmconsult.org) and will not collect any identifiable information but only used anonymously to help shape future events.

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 collecting and using the 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 any sensitive data you provide:

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

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 platform we use to collect your data is called Eventbrite. The security measures, firewall, access control and administration privileges for Eventbrite have been reviewed and accepted by the GMCA.

The data from this event registration will not be transferred to any other third party for processing.

The feedback survey will be sent out using Citizenspace. The security measures, firewall, access control and administration privileges for Citizenspace have been reviewed and accepted by GMCA.

Information retention

The GMCA will keep your information for two weeks after the end of the event. 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.

Transferring data

Eventbrite physically stores personal data in the United States. In order to ensure that personal data can be lawfully transferred from the EU to our US-based servers, Eventbrite agrees that it will be bound by the Controller-to-Processor Standard Contractual Clauses in the Annex to the European Commission Decision of February 5, 2010, as may be amended or replaced from time to time by the European Commission.

Data sharing

The information collected will be primarily used by the GMCA for the purposes explained above. However, on occasion we will share details of the names of attendees with GMCA security team and Greater Manchester Police. This is to ensure that appropriate security measures are in place to create a safe event for all attendees. Any sharing of names will be deleted in line with this Privacy Notice.

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

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