



Privacy Notice Economic Activity Trailblazer

1. Who we are

The Greater Manchester Combined Authority (GMCA) is made up of the ten Greater Manchester local authorities, the Greater Manchester Fire and Rescue Service, and the Mayor of Greater Manchester. We work with other local services, businesses, communities, and partners to improve the city-region.

The Department for Work & Pensions (DWP) is providing funding to GMCA for The 'Economically Active Trailblazer' service. This service aims to find and test new ways of working to engage non Economically Active participants by:

- Testing interventions to identify and engage individuals delivered by local Voluntary Community Faith Social Enterprise (VCFSE) organisations
- Enhancing key worker models to include new roles such as triage/navigation coordinators in locally based satellite centres to engage failed to reach individuals; building on community links and offering a consistent point of contact.
- Integrating Employment Support with wider public services in neighbourhood

GMCA is funding Manchester City Council and partners (including Manchester Digital) to deliver the Trailblazer.

2. What information we collect

During initial engagement and throughout the programme, the GMCA needs to collect the following information regarding individuals accessing the programme:

- Name (including Forename and Surname)
- Email Address
- Address (including postcode)
- Telephone number
- Email address
- Date of Birth
- Gender
- Ethnicity
- National Insurance Number
- Employment status/ labour market status (including previous work experience)
- Education Background (including basic skills level, highest education attainment, last engagement in education)
- Household situation
- Disability status and health conditions
- Barriers to work, education and training
- Recipient of benefits
- ESOL needs
- 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

This is a voluntary programme. Your participation is voluntary and you are free to withdraw at any time. Your right to claim benefits will not be affected.

To deliver the Trailblazer, the GMCA has partnered with Local Authorities, Stakeholders and Delivery Partners. These Partners are responsible for collecting the information listed above and sharing it with the GMCA.

We use it to administer the programme, which includes sharing specified data with Department for Work and Pensions (who are responsible for the Trailblazer funding). Collection and sharing of specific data with the Department for Work and Pensions is necessary to enable them to monitor the effectiveness of the programme and for the funding payments from the UK Government.

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

Further to the purpose of funding GMCA will use the data to monitor the performance and assess the outcomes of the projects funded. This will include for the purposes of evaluation and to support the programme for Greater Manchester.

Manchester City Council will also share your personal details for the purpose of evaluation of Manchester projects.

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

The GMCA, the Department for Work and Pensions and Manchester City Council are Joint Data Controllers for the data listed above in section 2.

Manchester Digital is a Data Processor collecting information on behalf of Manchester City Council.

5. Our lawful basis for processing your personal data

For processing personal data GMCA's 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 by GMCA so that we can evidence compliance with funding requirements. 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

GMCA 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; this is so we can evaluate the success of the Trailblazer 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.

You have the right to see any of the personal information that is stored about you by Manchester City Council. Democratic Services Legal Team, Town Hall, Manchester M60 2LA



can give you a form to fill out to request to see this information. You can also make a request by emailing informationcompliance@manchester.gov.uk.

You can request that your personal information be amended if it is inaccurate or incomplete.

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 and DWP use data please visit the following websites:
<https://www.greatermanchester-ca.gov.uk/who-we-are/publication-scheme/privacy-policy-and-data-protection/>

www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter

You have the right to report any concern about how your information is handled to the Manchester City Council and Department for Work and Pensions as the Trailblazer's other Joint Data Controllers by emailing:

10. informationcompliance@manchester.gov.uk

11. The DWP Data Protection Officer, Dominic Hartley
data.protectionofficer@dwp.gov.uk.

You can also report any concerns to the Information Commissioner's Office (ICO). Details can be found at www.ico.org.uk, or you can ring 0303 123 1113.

12. Manchester specific information

The Trailblazer service in Manchester is commissioned by Manchester City Council. The provider for this element of the service is Manchester Digital

Manchester City Council's privacy notice and contact details can be found at:

Local Authority: [Service-specific privacy statements - Work and Skills service | Manchester City Council](#)

Manchester Digital