

Privacy Notice for the GM Social Housing Quality Fund (August 2023)

Data controller:	Greater Manchester Combined Authority
ICO registration reference:	
Customer enquiries contact details:	SHQF@greatermanchester-ca.gov.uk
Data Protection Officer:	John Laurence Curtis OfficeofDPO@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.

2. Summary of the GM Social Housing Quality Fund

The purpose of the GM Social Housing Quality Fund is to better enable social housing providers in Greater Manchester to make improvements in the physical decency of social housing with a focus on serious hazards including damp and mould. The GMCA requires the use of personal data to administer the grant application and award process, to monitor delivery within the funding parameters, and to evaluate the effectiveness of the programme. This use will enable GMCA to meet the obligations specified by the Department for Levelling Up, Housing and Communities (DLUHC).

Further details about SHQF are available on the GMCA's website:

<https://www.greatermanchester-ca.gov.uk/what-we-do/planning-and-housing/social-housing-quality-fund/>

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

GMCA will process the following information from registered housing providers:

- Name and email address of individuals from organisations interested in applying.
- Name, title, email address and phone number of the individual drafting an application on behalf of their organisation.
- Name, title, signature, email address and phone number of the individual responsible for leading the project on behalf of the applicant organisation.
- Name, title, signature, email address and phone number of the individual responsible for approving the submission on behalf of the applicant organisation.

- Name, title, email address and phone number of Communications and Media contact of the applicant organisation.

GMCA will process the following information from tenant(s) of homes where works take place:

- Postcode area prefix (e.g. WN1)

On behalf of the GMCA, registered housing providers and a third-party evaluator will process the following information from tenant(s) of homes where works take place:

- Name and postal address or email address of lead tenant(s)

During the evaluation process the third-party evaluator will interview consenting tenant(s) to assess the impact of the programme. Any personal information voluntarily shared with the third-party evaluator by tenant(s) may be processed as part of the evaluation. All evaluation outputs will be anonymised.

The lawful basis for GMCA processing under Article 6 of the UK GDPR is:

- (e) Public Task: the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority

4. How we ensure the security of your data

Your personal information is kept secure on GMCA servers. Access to the files and folders is restricted to the SHQF Project Team. GMCA will continue to abide by their policies and procedures around the security of using your data.

GMCA will ensure that the third-party evaluator has robust data security processes in place.

5. Information retention

The GMCA will keep your information for 6 years, or as long as it is required to perform its purpose. These include satisfying any legal, accounting, or reporting requirements.

The Chest will keep information submitted by registered housing providers during the SHQF application process for as long as GMCA holds an account with The Chest. Currently this is a minimum of 4 years.

6. Transferring data

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

7. Data sharing

Registered housing providers will share data with GMCA during the application and delivery stages. GMCA may share this data with DLUHC to meet reporting and monitoring obligations.

Registered housing providers will share data with the third-party evaluator as part of the evaluation process.

8. 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

9. 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