

**Privacy Notice for the Holcroft Moss Planning Obligations Joint Supplementary Planning Document and the South Pennine Moors Joint Supplementary Planning Document**

<b>Data controller:</b>	GMCA, Bury Council, Bolton Council, Manchester City Council, Oldham Council, Rochdale Council, Salford City Council, Tameside Council, Trafford Council, Wigan Council
<b>ICO registration reference:</b>	Z2751067
<b>Customer enquiries contact details:</b>	planningandhousing@greatermanchester-ca.gov.uk
<b>Data Protection Officer:</b>	John Laurence Curtis, Assistant Director Information & Data Governance, Greater Manchester Combined Authority, Tootal Buildings, 56 Oxford Street, Manchester M1 6EU

**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. What are the Joint Supplementary Planning Documents?**

The Joint Supplementary Planning Documents (SPDs) have been prepared on behalf of and in collaboration with the nine Places for Everyone (PfE) Plan authorities (all GM authorities except Stockport). The SPDs add further detail to specific policies within the recently adopted PfE Plan. Once adopted, they will be a material consideration in the determination of relevant planning applications within the PfE Plan area.

**3. Summary of the Survey?**

The GMCA is undertaking public consultation on two Joint Supplementary Planning Documents (SPDs) on behalf of and in collaboration with the nine PfE Plan authorities. The GMCA, Bury Council, Bolton Council, Manchester City Council, Oldham Council, Rochdale Council, Salford City Council, Tameside Council, Trafford Council, Wigan Council are Joint Data Controllers of your data. The consultation responses will be used to inform the preparation of the final version of the SPDs, to enable their adoption. Once adopted, the SPDs will play an important role in delivering policies in the Places for Everyone Joint Development Plan (PfE). The successful delivery of PfE will ensure that key Greater Manchester strategies can be delivered, such as the Greater Manchester Strategy. As Joint Data Controllers the GMCA and the nine PfE Plan authorities will collectively make decisions on how your personal data is processed and for what purpose.

The consultation will be hosted via the digital citizen engagement platform, Delib. This means that they are a Data Processor, responsible for collecting and processing your personal data on behalf of the Data Controllers.

[Delib's](#) privacy policy explains how Delib will collect, safeguard and process your data on behalf of the Data Controllers.

The privacy policies of the nine PfE authorities can be found on their websites:<https://www.bolton.gov.uk>

<https://www.bury.gov.uk>

<https://www.manchester.gov.uk>

<https://www.oldham.gov.uk>

<https://www.rochdale.gov.uk>

<https://www.salford.gov.uk>

<https://www.tameside.gov.uk>

<https://www.trafford.gov.uk>

<https://www.wigan.gov.uk>

#### **4. What information we will collect from you**

We will collect your comments, name, full postal address, email address, telephone number and if appropriate, the name and address of the organisation you are representing.

There is an option to provide your gender, age, racial or ethnic origin information on the survey, the lawful basis for processing your special category data is detailed below.

#### **5. Our Lawful basis for processing personal data under GDPR**

GMCA must comply with the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018.

The lawful basis for processing your information is Article 6 1 (e) Public task - The processing is necessary to perform a task for an official function and the task or function has a clear basis in law.

Through legislation, the nine PfE authorities are required to undertake public consultation when producing local planning policy documents, such as SPDs. This is a legal obligation to comply with the following legislation:

- The Planning and Compulsory Purchase Act 2004, as amended
- The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended
- Local planning authority Statements of Community Involvement

For your gender, age, racial or ethnic origin data the Lawful basis for processing your special category data is Explicit Consent, meaning that you have given a clear statement expressed in words, providing consent for Delib to process your personal data for a specific purpose - Article 9 - 2(a).

## **6. How we ensure the security of your data**

The Data Controllers comply with their obligations under the UK GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

All electronic survey information will be encrypted with a secure password and access will be restricted to the Data Controllers' teams.

## **7. Information retention**

We will retain personal data until the relevant document is superseded or for a period of six years from adoption or completion of the document. Schedules of comments, including the name of the person and/or organisation making them, may be retained indefinitely. Any personal data collected will be stored securely and will not be used to identify you.

## **8. Transferring data**

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

## **9. Data sharing**

A summary of your survey answers will be shared on the GMCA's website along with your name or organisation details. This is necessary to ensure that all interested parties can understand the full range of views on planning policy and related documents.

Following the public consultation, the Town and Country Planning (Local Planning) (England) Regulations 2012 require the local planning authority to prepare a statement setting out the persons they consulted and a summary of the main issues raised by those persons. Other personal information collected will not be made public.

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

The GMCA must comply with the 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@greatermanchester-ca.gov.uk](mailto:officeofdpo@greatermanchester-ca.gov.uk)

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

### **11. 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](mailto: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 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](#)