# Privacy Notice for Greater Manchester Ageing in Place Pathfinder (August 2024)

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| **Data controller:**  | Ageing in Place Pathfinder, Ageing Hub, GMCA  |
| **ICO registration reference:**  | Z2751067 |
| **Customer enquiries contact details:**  | ageinginplacepathfinder@greatermanchester-ca.gov.uk  |
| **Data Protection Officer:**  | John Lawrence Curtis, Assistant Director Information & Data Governance, GMCA  |

1. **Who we are**

The Greater Manchester Combined Authority (GMCA) consists 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 other partners to improve the city-region.

The Greater Manchester Ageing in Place Pathfinder works to make sure older people's voices are heard and valued in the places they live. The Pathfinder consists of ten neighbourhoods in nine of the Greater Manchester boroughs and represents a significant commitment from a wide range of stakeholders to establish resident-led partnerships in each neighbourhood.​ In these partnerships, local organisations work together with local residents to agree and prioritise ways to improve the quality of life for residents as they grow older.

​The Ageing in Place Pathfinder is led by GMCA working with Manchester School of Architecture and nine lead organisations anchoring the Pathfinder Partnerships in neighbourhoods. The Pathfinder is investing £4 million over 3 years and is financially supported by a charitable donor along with matched resources from lead organisations and Greater Manchester partners. The neighbourhoods and lead organisations are:

* Abbey Hey, Manchester with Southway Housing Trust
* Brinnington, Stockport with Stockport Homes
* Charlestown and Pendleton, Salford with Inspiring Communities Together
* Kirkholt and Smallbridge, Rochdale with Rochdale Boroughwide Housing
* Little Lever, Bolton with Bolton at Home
* Moorside, Bury with Bury Council and Persona Care
* Old Trafford, Trafford with Trafford Community Collective
* Ridge Hill, Tameside with Jigsaw
* Worsley Mesnes, Hawkley Hall and Goose Green with Wigan Council
1. **What information we will collect from you (the purpose and legal basis for processing information).**

The Ageing in Place Pathfinder Partnerships along with commissioned services, in this case A Brilliant Thing (working with Curators of Change), Yellow Jigsaw and Greater Manchester Older People’s Network (GMOPN), collect data from residents in each neighbourhood. The purpose of the data collection is to understand what it is like to live in the area, what can be done to improve and how we can work together. The legal basis for collecting this data is public task. There are several ways the pathfinder may collect data:

* Pathfinder engagement officers may speak to people in the local neighbourhood through approaches such as street engagement, on public transport or through door knocking, among others and ask them questions such as:
	+ What is it like to live here?
	+ How can we make it better?
	+ How can we work together?
* Residents may be invited/choose to attend an engagement event or become a member of the Pathfinder Partnership board in a particular neighbourhood. The answers to the above questions will be collated as part of this engagement and the methods stated in the previous bullet point, and the pathfinder will record answers to present back to the board to make decisions on future improvements and who will be involved in implementing these improvements/running the projects. For events, direct registration with Eventbrite is an option and is acceptable.
* Residents may be asked to complete a short (10-15 minute) Community Audit survey which will provide an opportunity to share experiences and suggestions for improvement and enable the Pathfinder Partnerships to understand the impact of the projects on older people’s lives. The Pathfinder Partnerships will also ask for personal information such as name, postcode, health and living situation. All questions are voluntary, and you can withdraw at any time.
	+ Residents may be asked to take part in one of the Pathfinder wide projects. Previous projects have included micro-residencies, and films for International Day of Older People. This Privacy Notice relates to the three projects run by A Brilliant Thing, Yellow Jigsaw and Greater Manchester Older People’s Network. These projects aim to enhance the offer for residents and Pathfinder Partnerships to successfully create better neighbourhoods to age across Greater Manchester.

In order to understand which professional and community officers are involved in supporting the Pathfinder Partnerships in their projects and/or partnership board meetings, names and job titles will be collected in a quarterly action planning log shared only with GMCA to ensure project continuity.

A Data Protection Impact Assessment (DPIA) have been completed for each of these externally commissioned services with GMCA’s Data Protection team to ensure the data collected is appropriate and stored correctly, adhering to Data Protection legislation. Data collected as part of these projects may take the form of written comments, artistic design e.g. paintings, oral recordings or filmed stories, among other methods. Data from the Pathfinder will be kept for up to 5 years after the Pathfinder finishes (from September 2025).

1. **How we ensure the security of your data**

Each participant involved in the Ageing in Place pathfinder will have the opportunity to read the Participant Information Sheet or project booklet which details information about the project. Once the participant is fully informed and agrees to consent, they will complete a Permissions Form. All data collected as part of these projects will remain in the UK and we (GMCA) have set up secure private Teams folders where all project data from A Brilliant Thing will be stored and deleted off other devices. Yellow Jigsaw are storing their data on a UK based server and any completed files will be stored on their private Teams channel. Greater Manchester Older People’s Network are likely to have less to store, but if they do need to store any files, they also have a private Teams channel set up through GMCA. Each partner only has access to these private folders and not any other data collected by anyone else.

**Data sharing**

Data collected will be only accessed by GMCA and MMU, in line with the sharing agreement between these two parties, and by the commissioned service for the project in question e.g. A Brilliant Thing, Yellow Jigsaw, GMOPN. Completed data will then be shared on social media, this could include pictures, films, audio or case studies/written pieces. Information not shared on social media or for the public domain (e.g. raw data) will not be shared with any other party.

1. **What rights do individuals have?**

The GMCA must comply with the United Kingdom 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@greatermanchester-ca.gov.uk

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

1. **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 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](https://ico.org.uk/global/contact-us/contact-us-public/public-advice/)