

## Privacy Notice for Green Roof Benefits Calculator

Data controller:	Greater Manchester Combined Authority, Churchgate House, 56 Oxford Street, Manchester M1 6EU
ICO registration reference:	Z5119967
Customer enquiries contact details:	<a href="mailto:officeofdpo@greatermanchester-ca.gov.uk">officeofdpo@greatermanchester-ca.gov.uk</a>
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 Green Roof Benefits Calculator

The Green Roof Benefits Calculator enables building owners and managers to estimate the possible benefits of installing a green roof on their building and the approximate costs. The tool is hosted on a subdomain of the [GMCA website](#). The tool has been developed by GMCA as part of the [IGNITION project](#) to help deliver the commitments made in the [GM 5-Year Environment Plan](#) to adapt the city region to the impacts of climate change.

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

As part of using the Green Roof Benefits Calculator users can choose to submit the following information in order to receive further information from the GMCA environment directorate:

- Email address
- Postcode

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

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

The GMCA is committed to the security of 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.

Personal data provided is hosted on GMCA website [www.greatermanchester-ca.gov.uk](http://www.greatermanchester-ca.gov.uk). The security measures, firewall, access control and administration privileges for [www.greatermanchester-ca.gov.uk](http://www.greatermanchester-ca.gov.uk) has been reviewed and accepted by the GMCA. The GMCA website privacy policy can be found [here](#).

## **Information retention**

The GMCA will keep your information for 4 years in order to deliver on the needs of the GM 5 Year Environment Plan. 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**

No personal data will be transferred outside of the UK.

## **Data sharing**

The personal information voluntarily submitted as part of the Green Roof Benefits Calculator will only be used by the GMCA and will not be shared with any other third party organisation.

## **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](mailto: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](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 Commissioners' Office:

- Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF
- Telephone: 0303 123 1113