**Greater Manchester State of the Sector Research - Privacy Notice**

***What is the State of the Sector Research?***

The key purpose of the State of the VCSE Sector research is to provide a comprehensive overview of the voluntary, community and social enterprise sector (VCSE) in Greater Manchester (including each of its respective Local Authority areas). This will be the 4th edition of the research.

Copies of the previous 2017 reports and key fact documents can be found [via this link on the 10GM website](http://www.10gm.org.uk/stateofthesector.html).

***Who we are***

This research is led by Salford CVS but is delivered through a partnership project steering group:

[Salford CVS](https://www.salfordcvs.co.uk/) are the lead accountable body for the State of the Sector research. We are incorporated as a Company Limited by Guarantee (registration number 1948293) and registered as a Charity (registration number 519361). Salford CVS is registered with the Information Commissioners Officer (registration number Z6689753) and you can find out more about work through the [about us](https://www.salfordcvs.co.uk/about-us) section of our website. Salford CVS are a core member of 10GM. For the purposes of the State of the Sector Research we would be considered the Data Controller.

[Salford University](https://www.salford.ac.uk/) are our commissioned research partner for this project and appropriate contracts are in place between the University and Salford CVS. This makes Salford University a Data Processor on behalf of Salford CVS.

The other members of the project steering group are: -

[10GM](http://www.10gm.org.uk/index.html) supports the voluntary, community and social enterprise sector in Greater Manchester and is a joint venture by local VCSE sector infrastructure organisations in Greater Manchester. 10GM represents a combined membership of thousands of local voluntary, community and social enterprise organisations working in communities and neighbourhoods all across the city-region. Current members of 10GM are Action Together (Oldham, Rochdale, Tameside), Bolton CVS, Macc (Manchester) and Salford CVS. Representatives from each 10GM member are invited to attend the project steering group, along with associate members from the other local authority areas and are leading the research in those localities.

[Greater Manchester Centre for Voluntary Organisation (GMCVO](https://www.gmcvo.org.uk/)) is the voluntary, community and social enterprise (VCSE) sector support and development organisation ('infrastructure') covering the Greater Manchester (GM) city region and are also members of the project steering group.

***What Personal Data will be collected?***

This research is predominantly about organisations but we do collect some personal detail about individuals responding to the survey including -

* Name
* Contact details
* The organisation they represent
* Their role in the organisation

The majority of the survey would not be considered personal data as its focuses on organisations operations including the nature of their work, their structure, their finance, generic workforce information as well as their relationships and experience as an organisation.

***How we get your personal data?***

If you are already a member of Salford CVS or one of the research’s partners or have received support / funding from us we will have used this information to contact you about this research.

The online form you will be asked to complete to provide the above information is a service supplied for the research by Salford University called Jisc Online Survey Platform. For full details of it security and privacy process please go to: <https://www.onlinesurveys.ac.uk/>

Salford University will be using these online forms to collect your personal and survey information on behalf of Salford CVS.

***What is your legal basis for using my information?***

Data protection law requires us to rely on one or more lawful grounds to process your personal information. We consider the following grounds to be relevant:

* Specific Consent - Where you have provided specific consent to us using your personal information in a certain way
* Legitimate interests - Where it is reasonably necessary to achieve our or others’ legitimate interests (as long as what the information is used for is fair and does not duly impact your rights)

When we legitimately process your personal information in this way, we consider and balance any potential impact on you (both positive and negative), and your rights under data protection laws. We will not use your personal information where our own interests are overridden by the impact on you, for example, where use would be excessively intrusive (unless, for instance, we are otherwise required or permitted to by law).

Please be aware that you are able to withdraw your consent for us to use your data at any time. If you wish to do this, please use the contact details at the bottom of this Notice.

***What do we do with your information?***

Your information will be used to enable us to conduct the state of the sector research including:-

* Ensuring appropriate storage of your information
* Analysis and processing the information for research purposes
* Communicating with you and providing you further information related to the research
* Ensuring the deletion of your information at the end of the retention period.

If you have given permission for you data to be shared with your local infrastructure organisation / local authority area then your data may also be used to:

* Communicate with you about their membership offer and services
* Send you relevant information regarding support available to organisations in your area including news and events.

Please contact the relevant organisation if you no longer wish to receive communication from them.

***What do we do to make sure your information is secure?***

Salford CVS 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. This approach is mirrored by our research partner Salford University and are reflected through a contractual agreement.

***Transfer of data outside of the European Union***

All data collected as part of this research will remain in EU / EAA area.

***How long will we keep your information?***

For the purpose of the State of the Sector Research we will keep your personal information for three years after the research has been published. We will keep your information in an anonymised format after this time for statistical purposes and in these cases, all personal information will be removed.

Where you have given permission for your contact details to be shared with the relevant local authority area / infrastructure organisation to enable them to provide you with further support your personal information will be retained according to their own policies and procedures. Please refer to their website for further information.

**How can I exercise my information rights?**

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 or contact the Salford CVS Data Protection Officer, please contact us at: [data@salfordcvs.co.uk](mailto:data@salfordcvs.co.uk)

***Your Right to Complain / Object***

You have the right to complain if your feel your information is not being used in the right way. To begin with, it may be better to speak with our project lead for the program to talk through your concerns. ([marie.wilson@salfordcvs.co.uk](mailto:marie.wilson@salfordcvs.co.uk))

Alternatively, you can simply contact our data protection lead – Salford CVS data protection lead – [data@salfordcvs.co.uk](mailto:data@salfordcvs.co.uk)

If you are still not satisfied with your response from Salford CVS you also have the right to raise a complaint with the Information Commissioner’s Office. For further details on this and your information rights please visit the Information Commissioner’s Office website [here](https://ico.org.uk/for-the-public/).