

Privacy Notice for Tameside Economic and Inclusive Growth Strategy

GC Insight has invited you to take part in research and engagement on behalf of Tameside Metropolitan Borough Council.

Before you agree to take part, we want you to know exactly how your personal data is going to be used.

This Privacy Notice should give you all the information you need to help you to decide if you want to take part in the research. If you would like to find out more, there are details at the end of this document about how to get in touch, and we would be happy to help.

What is this about?

Tameside Metropolitan Borough Council has commissioned GC Insight to help prepare a new Economic and Inclusive Growth Strategy for Tameside.

The strategy will set out a clear direction for the borough's economy over the next five years. It will help the Council and its partners develop a shared vision, understand local evidence, identify priorities for people, places and businesses, and prepare a practical delivery plan.

To support this work, GC Insight will speak to a range of people and organisations with knowledge of Tameside's economy, communities, businesses, places, regeneration activity, skills, employment, inclusive growth, Live Well priorities and delivery partnerships.

What will it involve?

The research and engagement may include:

- Scoping calls or interviews with Council officers, elected Members, partner organisations and other stakeholders.
- Thematic workshops to explore issues, opportunities and priorities relating to people, place and business.
- Consultation or feedback activity to test emerging findings, the draft strategy and proposed actions.
- Use of stakeholder lists, engagement logs, workshop notes and consultation response logs to manage the project and analyse findings.

Some engagement activity may take place on Microsoft Teams. Where a Teams call or workshop is recorded, we will tell you in advance and ask for your consent. We may use Microsoft Copilot to create transcripts of Teams-hosted workshops and to assist with summarising or categorising qualitative feedback from scoping calls. Any AI-assisted output will be checked by the project team before it is used.

Afterwards, we will collate and analyse responses and report findings in an aggregated, anonymised or non-attributable way unless explicit agreement has been obtained to attribute a comment or identify a participant.

You DO NOT HAVE to take part. It is completely up to you whether you do or not. And if you decide at any time to change your mind about taking part, you can do so without giving a reason.

Which organisations are involved in the project?



The Council has commissioned the Economic and Inclusive Growth Strategy and is the Data Controller for personal data processed for this project.



GC Insight is the independent consultancy delivering the research, engagement, analysis and strategy development. GC Insight is the Data Processor.



WSP is supporting the project as a subprocessor and will provide place-based input, including support for relevant workshop activity and review of related outputs where required.



CLES is supporting the project as a subprocessor and will provide inclusive growth expertise, including support for relevant workshop activity and review of related outputs where required.

What information will you have about me?

The information we process will be limited to what is necessary to manage engagement, analyse feedback and prepare project outputs. It may include:

- Simple personal data, such as your name, job title, organisation, professional contact details, attendance information and organisational role.
- Professional or contextual information, such as stakeholder type, organisation, area of expertise, engagement history and notes on your contribution to workshops or calls.
- Views, experiences, priorities, concerns and feedback shared through scoping calls, workshops, consultation activity or related correspondence.
- Audio, visual or transcript data where Teams calls or workshops are recorded with consent.

We are not intending to collect special category personal data. However, because the strategy considers inclusive growth, Live Well, health-related barriers, opportunity and inequalities, you may choose to share information that touches on sensitive topics. Please only share information you are comfortable providing and avoid sharing personal sensitive details unless you feel it is necessary for the point you want to make.

Your contact details may be provided by Tameside Metropolitan Borough Council, obtained from publicly available professional sources, shared by your organisation, or provided by you directly when you take part.

How will my information be stored?

Your personal data will be stored securely in restricted access project folders and systems used by GC Insight for project delivery, including Microsoft 365 tools such as SharePoint, Teams, Outlook and Excel-based project trackers. Access will be limited to the GC Insight project team and those supporting delivery where access is necessary for their role.

WSP and CLES may have access to relevant personal data where this is necessary for their role in supporting workshops, reviewing audio/visual transcripts or contributing to analysis and outputs. Findings shared in project outputs will normally be aggregated, anonymised or non-attributable.

GC Insight's digital systems and internal processes comply with UK GDPR and other data protection requirements. Personal data will be kept only for as long as necessary to complete the project and meet associated quality, audit and contractual requirements. Your personal data will be securely disposed six months after the project has completed which expect to be September 2027.

What can I do if I'm not happy with how my information is being used?

At any point, you can choose to not take part in the research, or for your information to be shown to you, changed or deleted. If you want to make a complaint about how your information is being stored or used, you can contact:



0161 528 1660 or dataprotection@gcinsight.co.uk

0303 123 1113 <https://ico.org.uk>

Is there any other information I might need to know?

Because we are looking after your personal data, there are certain laws that we need to obey, and certain things that we need to share with you.

Laws and codes	We follow the UK General Data Protection Regulation (GDPR) and the Data Protection Act (2018).
Data controller and data processor(s)	The Data Controller is Tameside Metropolitan Borough Council. The Data Processor is GC Insight. WSP and CLES are subprocessors supporting specific parts of the project.
What is 'personal data'?	Personal data is defined under the General Data Protection Regulation (GDPR) as "any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier".

Lawful basis for processing	Under the UK GDPR, the lawful bases we are relying on for processing your data are: <u>The lawful basis for the sharing of contact data is Public Task, because Tameside Metropolitan Borough Council is commissioning the work to support its public functions. Where you choose to participate in optional engagement activity, the information you provide through that participation is processed on the basis of Consent. If any call or workshop is recorded, explicit consent will be obtained for the recording.</u>
Where your data is stored	Your data will be stored in restricted access project folders and secure Microsoft 365 systems used by GC Insight and, where necessary, by agreed project partners supporting delivery.
Important details about GC Insight	• Our address: Lee House, 90 Great Bridgewater Street, Manchester, M1 5JW • Our phone number: 0161 528 1660 • Our email address: enquiries@gcinsight.co.uk • Our company number: 3162288 • We are registered with the Information Commissioner's Office and our number is: ZB696723
Who else might have access to your personal data	• Tameside Metropolitan Borough Council may receive personal data where necessary to support project delivery. • WSP and CLES may access relevant personal data where necessary for their agreed role. • Third party IT service providers may provide the systems and software needed for us to work securely.