



Funded by
UK Government

POWERED BY
**LEVELLING
UP**

**GREATER
MANCHESTER**
DOING THINGS DIFFERENTLY



UK Shared Prosperity Fund (UKSPF) Privacy Notice

Our core data protection obligations and commitments are set out in the Council's Corporate Privacy Notice and on our website at [Data Protection – Privacy Notice](#).

This notice provides additional privacy information for individuals who engage with the Council in relation to "Communities and Place", "Local Business" and "People and Skills" projects funded by the UK Shared Prosperity Fund (UKSPF).

The UKSPF is a three-year domestic fund provided by Central Government and allocated to various Local Authority areas, running from 2022-2025. Within the Greater Manchester region, the Greater Manchester Combined Authority (GMCA) is acting as lead authority with overall accountability for how the fund is administered in the city region, and works with the other ten Greater Manchester Council's in order to provide various projects.

For further details of GMCA's role in the UKSPF, please see their [privacy notice](#). This privacy notice relates solely to services provided by Tameside Council in respect of the UKSPF.

Purpose(s)

We collect your personal information for the following purpose(s):

- To provide a comprehensive service and deliver projects and support to individuals and businesses under the three investment priorities, "Communities and Place", "Local Business" and "People and Skills";
- To promote the services and support we provide under the UKSPF;
- To assess and evaluate our services and monitor the quality of the services we provide to you;
- To log and respond to any queries or complaints you make about our service;
- Creating aggregated data and statistics which may be shared with internal and external stakeholders who have a role in allocating UKSPF funding, delivering services and projects under the investment priorities and evaluating outcomes and to evaluate the use of UKSPF funding and inform future provision of services and initiatives at national and local levels. Wherever possible, personal information used in such statistical analysis will be anonymised and individuals will not be identifiable using that data.

Categories of Personal Data

In order to carry out these purposes we collect and obtain the following data:

For individuals (accessing skills or individual support programmes):

- Name (including Forename and Surname);
- Date of Birth;
- Age;
- Address (current and forwarding, including postcode);

- Contact details (email address, Telephone number(s));
- Gender/Gender Identity
- National Insurance Number;
- Unique Learner Number;
- Employment status/ labour market status;
- Education Background (including basic skills level, highest education attainment, last engagement in education);
- Household situation;
- Recipient of benefits;
- Information on programme (qualification, hours of learning undertaking, start and end date of programme);
- Identification document details, such as passport number, driving licence number etc. This is because there be a requirement to present evidence to confirm identity and check eligibility to receive the funding, however, only key details from your identification documentation are recorded and full copies of the document(s) are not collected.

For businesses:

- Business name (including address and contact information)
- Company Registration Number (CRN)/Unique Taxpayer Reference (UTR);
- Type of business.

Special Category Data

We may also collect special category personal data, for individuals accessing skills or individual support programmes, that may include:

- Physical and mental Health data (for example, any disabilities/additional needs, illnesses, mental health problems and any support you receive in relation to these physical and mental health factors);
- Racial or ethnic origin;
- Criminal history, including convictions and other offence data.

Legal Basis for Processing

We collect and use your personal information because:

- It is necessary under GDPR Article 6(1)(e) for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council; or
- You have given your consent under GDPR Article 6(1)(a);

If you fail to provide certain information when requested, we may not be able to provide the service to you or we may be prevented from complying with our legal obligations.

We also collect special category under GDPR Article 9(2)(g) for reasons of substantial public interest, and personal data relating to criminal convictions and offences to perform our public task as required by law if provided by you on a voluntary basis.

Where has your personal information come from?

We will obtain your information from:

- Yourself;
- Other Tameside Metropolitan Borough Council Services;

- Commissioned partners (e.g. a charity or other organisation that we ask to provide services on our behalf) and other voluntary and private sector organisations who assist in delivering our service. Any data provided by partner agencies/organisations will only be provided with your consent);
- Schools and education providers;

Who will we share your information with?

We may collect and share personal information about you with the following types of organisations:

- Other Tameside Metropolitan Borough Council Services;
- Commissioned partners (e.g. a charity or other organisation that we ask to provide services on our behalf) and other voluntary and private sector organisations who assist in delivering our service). Any data shared with partner agencies / organisations will only be shared with your consent;
- Schools and education providers;
- Central Government Departments (e.g. Department for Levelling Up, Housing and Communities (DLUHC));
- Greater Manchester Combined Authority (GMCA);

How long we will keep your data for and why?

We will only retain information for as long as it is necessary to provide services to you and/or for as long as required by us in order to comply with statutory retention periods.

Transferring data outside the European Economic Area (EEA)

Your information is not processed outside of the European Economic Area.

Your rights

Information about exercising your rights can be found on the council's website [Exercising Your Individual Rights](#).

Security

We use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorised access, disclosure, alteration and destruction. We have written procedures and policies, which are regularly audited, and the audits are reviewed at senior level.

Data Protection Officer

If you have any questions or concerns about how we use your personal information, please contact the Data Protection Officer at information.governance@tameside.gov.uk or by calling 0161 342 8355.

Automated Decisions

For this service, all the decisions we make about you involve human intervention.

Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details on our [Data Protection page](#).