

## **Privacy Policy for Safe4Summer Prize draw**

**Organisation Name:** Greater Manchester Combined Authority

**ICO Registration reference** Z5119967

**Customer enquiries Contact Details:** - dataprotection@manchesterfire.gov.uk

**Data Controller:** Greater Manchester Fire and Rescue Service (GMFRS)  
GMFRS Headquarters  
146 Bolton Road  
Swinton  
Salford  
M27 8US

**Data Protection Officer Details:** - Phillipa Nazari – Head of Information Governance

### **Safe4Summer**

During Summer the Greater Manchester Fire and Rescue Service work with local authorities and others throughout Greater Manchester to promote activities that young people can do with family and friends. They also tell you about the common dangers faced by adults, teenagers and young children during the summer months. You can get to the information through a website [www.safe4summer.com](http://www.safe4summer.com). There is also a competition to get more people to look at the site and find out if it is telling you things you are interested in.

### **Why we need information from you and what we will do with it**

The Fire Service runs the competition and looks at the answers you give to the questions to make the website better. They also check that lots of different types of young people who look at the website and find it useful.

We ask questions about what you think of the site but we also ask for your name and an email address or phone number that we can contact you on if you should win the competition. We won't get in touch with you for any other reason and if you don't have an email or telephone number it's OK to give your parents contact details. You **MUST** ask their permission first.

The Fire Service must comply with the law.

### **How we look after your information**

We don't let anyone see your information except the person who is looking after the competition entries and the person who contacts the winner to tell them they have won. This is to make sure

that you and your information are kept as safe as possible. There are rules about where we can put the information and we follow them very carefully.

If we think anyone has seen your information that shouldn't we will tell you and let you know what to do to stay safe. We may also tell the police and the Information Commissioner if we need to

### **How long we keep your information**

We will only keep your name, email address and telephone number until the competition winner has been told and the prize collected. After that we will delete that information and no one at the fire service or any of the people working with us can use that information to get in touch with you.

### **What if I change my mind about entering the competition or made a mistake on the form?**

If you want to change anything about your form or if you change your mind about being part of the competition just get in touch with Zoe Henderson on [hendersonz@manchesterfire.gov.uk](mailto:hendersonz@manchesterfire.gov.uk) and we can sort that out for you.

### **Where we will store your information**

Because laws about looking after your information are sometimes different to ours we make sure that your information is kept in line with UK law.

### **The Information Commissioner**

Looking after your information is important. The Information Commissioner makes sure that we do this properly and has a website with lots of information on it.

<https://ico.org.uk/your-data-matters/>