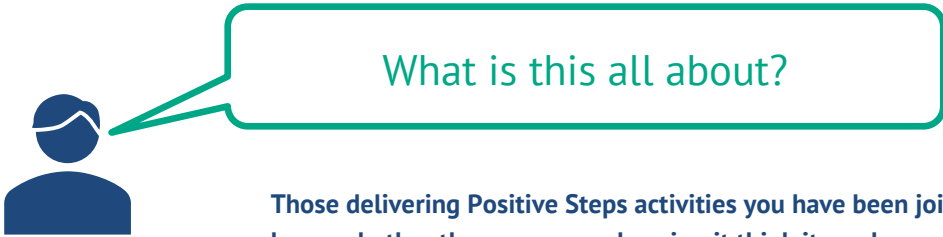


# Positive Steps Rochdale Focus Group Privacy Notice

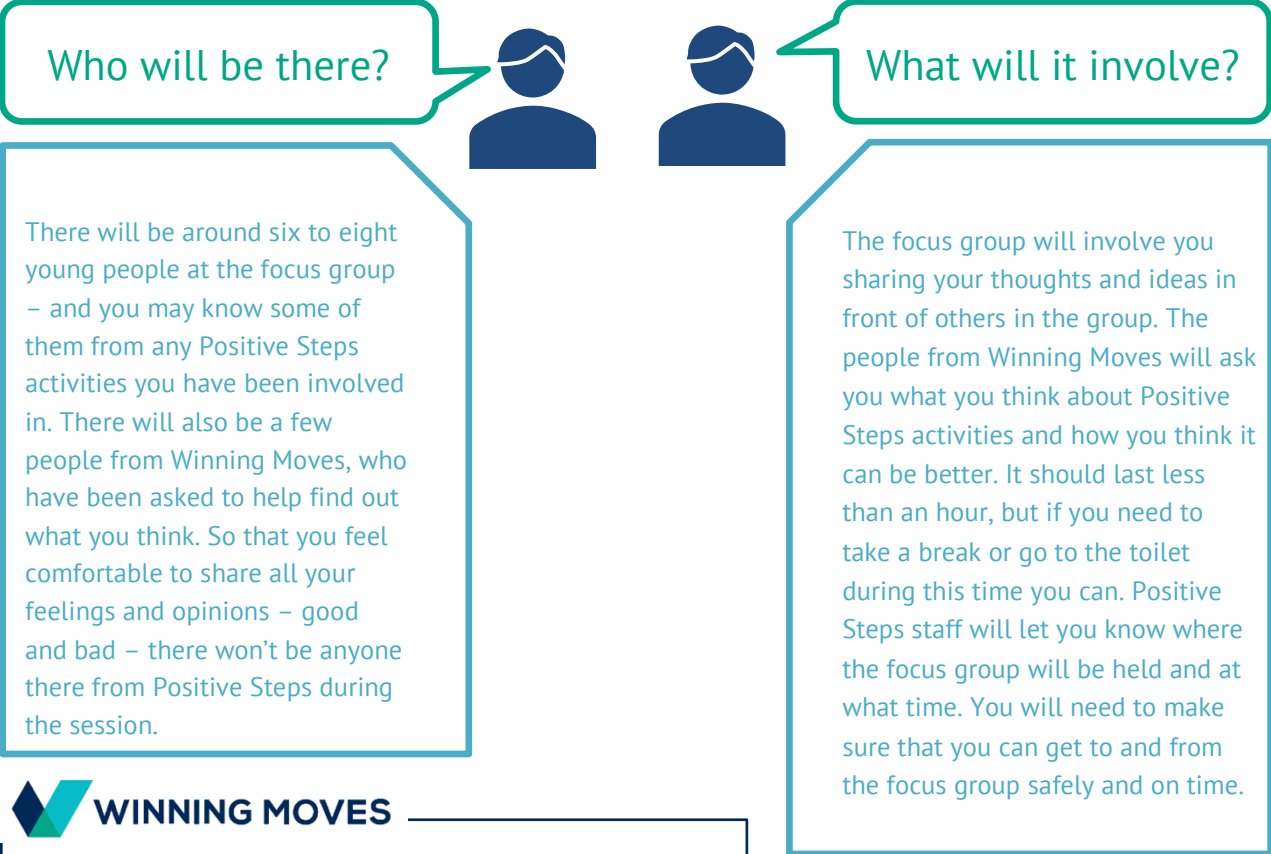
Positive Steps Rochdale has asked you if you would like to take part in a focus group. Before you agree to take part, we want you to know exactly how your personal information (like your name, age and opinions on the programme you are part of) is going to be used.

Knowing how your information may be used will help you to decide if you want to take part in the focus group. If there is anything more you want to find out about or to better understand, you can talk to Positive Steps staff who will be happy to help.



**Those delivering Positive Steps activities you have been joining in with want to know whether the young people using it think it can be made better in any way. That is why you have been invited to join in a focus group: to give your thoughts and opinions on what you enjoy and what changes you think might make it better.**

**The organisations that are in charge of the funding for Positive Steps also want to make sure that the money being spent is being spent well and that young people are getting what they need from the project.**



There will be around six to eight young people at the focus group – and you may know some of them from any Positive Steps activities you have been involved in. There will also be a few people from Winning Moves, who have been asked to help find out what you think. So that you feel comfortable to share all your feelings and opinions – good and bad – there won't be anyone there from Positive Steps during the session.

The focus group will involve you sharing your thoughts and ideas in front of others in the group. The people from Winning Moves will ask you what you think about Positive Steps activities and how you think it can be better. It should last less than an hour, but if you need to take a break or go to the toilet during this time you can. Positive Steps staff will let you know where the focus group will be held and at what time. You will need to make sure that you can get to and from the focus group safely and on time.



**WINNING MOVES**

Winning Moves is an independent research company. This means that we help our customers to use information to understand things better and make decisions.



Positive Steps has invited some of the young people involved in their activities - including you - to join the focus group.

You DO NOT HAVE to join in the focus group. It is completely up to you whether you do or not. And no one will be cross or upset if you do not choose to.

As a 'thank you' to anyone who chooses to take part in the focus group, and because it will take up some of your day, you will get a £20 voucher that you can use on the high street.

So that we can keep track of who has got their voucher, you will be asked to sign a form to show that you have been given it.



If you choose to take part, Winning Moves, the people running the focus group, will be given some information about you.

**Ahead** of you going to the feedback group, Winning Moves will know:

**During** the focus group, you might share other information about yourself: like

Your name

That you have been part of <<programme>>

Anything they need to know to help you feel safe and comfortable during the focus group

Your experiences, thoughts and opinions on <<the programme>>, <<training provider>> and <<tutor>>



The other young people in your focus group will hear about any experiences, thoughts and opinions that you choose to share. And Winning Moves, the people running the focus group will also hear.

When Winning Moves tell Positive Steps and the organisations that are in charge of funding of the project what the young people involved in Positive Steps activities think about it, they will try to make sure that no one knows or can work out who has said what.

## How will my information be used?



The feedback group will be audio recorded. This is so that the people at Winning Moves can listen back to the recording and write a report for Positive Steps and the organisations that are in charge of the funding of activities.



The audio recording will be looked after securely, and only certain people will be able to listen to it. These people will include the team at Winning Moves and someone who will be trusted to type up all of the notes.

## How long will my information be kept for?



We will delete the audio recording one month after we have all the notes typed up. The notes will be deleted six months after Winning Moves finish the project which will be about September 2025. All your information will be kept very safe and secure, and only people who are allowed to will use it.



## 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 focus group, 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:



**WINNING MOVES**

0121 285 3800

[dataprotection@winningmoves.com](mailto:dataprotection@winningmoves.com)

**ico.**

Information Commissioner's Office

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	<p>We follow the UK General Data Protection Regulation (GDPR) and the Data Protection Act (2018).</p> <p>We also follow the Market Research Society Code of Conduct.</p>
Data controller and data processor	The Data Controller is Greater Manchester Combined Authority and the data processors are Winning Moves and Positive Steps Rochdale.
Lawful basis for processing	<p>Under the UK GDPR, the lawful bases we are relying on for processing your data are:</p> <ol style="list-style-type: none"> <li>1. Legitimate interest – the information shared with us <b><i>before</i></b> the feedback session is done so under 'legitimate interest' as Greater Manchester Combined Authority has a legitimate interest in understanding how well Positive Steps Rochdale is going.</li> <li>2. Consent – the information you share with us during the feedback session is done so under 'consent'. This means that you have told us that you are happy to share this information with us.</li> </ol>
Where your data is stored	All of the information we have about you, or we collect during the feedback group will be kept in either the UK or the European Union.
Information Commissioner's Office Registration	We are registered with the Information Commissioner's Office and our number is Z6399957
Important details about Winning Moves	<ul style="list-style-type: none"> <li>• Our address: 102 Colmore Row, Birmingham, B3 3AG</li> <li>• Our phone number: 0121 285 3800</li> <li>• Our email address: <a href="mailto:info@winningmoves.com">info@winningmoves.com</a></li> <li>• Our company number: 03069806</li> </ul>