



HILLINGDON

LONDON

DATA PROTECTION PRIVACY NOTICE FOR SOCIAL HOUSING DECARBONISATION FUND SCHEME

This notice sets out how the Council use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (**UK GDPR**). This notice relates to data collected under the Social Housing Decarbonisation Fund scheme (**SHDF**) operated by the Council and run by BEIS. For further information on how BEIS uses your personal data, please see BEIS' SHDF Privacy Notice (Available [here](#)).

What personal data do we hold?

In order to deliver energy efficiency improvements, it is necessary for us to collect and hold personal information.

If you are a **tenant**, we will process the following personal data:

- ✦ Basic personal information such as your name, address, telephone number and email address for arranging works
- ✦ Details about the works installed at the property, including size, type and cost
- ✦ Household income and any other scheme eligibility information
- ✦ Expected energy, carbon and cost savings expected from the works
- ✦ Your name and preferred means of contact if you would like to take part in BEIS' scheme evaluation (optional)

If you are an **installer**, we will process the following personal data:

- ✦ Your name and preferred means of contact for arranging the works
- ✦ Relevant accreditation and registration information
- ✦ Business contact address
- ✦ Details of SHDF installations you delivered (including location)
- ✦ The number of employees in your organisation
- ✦ Your name and preferred means of contact if you would like to take part in BEIS' scheme evaluation (optional)

If you are a **delivery partner** in a project, we will process the following personal data:

- ✦ Your name, role, and professional contact details

How will we use the Information we hold about you?

We collect information about you (where applicable):

- ✦ To support the delivery and administration of energy efficiency schemes. This may require linking of your data to other datasets held by BEIS and other government departments ✦
With your consent, to invite you to take part in scheme evaluation

What is the legal basis for us to process your data?

We process your information as above because some processing will be necessary to perform tasks carried out in the public interest or in the exercise of official authority vested in us. Other processing will be necessary for the performance of our contractual obligations, e.g. under any tenancy or lease. We will also engage with tenants and Installers to obtain their consent.

BEIS process data necessary for the performance of tasks in the public interest to deliver SHDF. The data will support a detailed evaluation of the overall scheme, including the types of properties, households and measures delivered through the SHDF, in order to ensure use of public funds has delivered value for money, and realised intended benefits, including to inform policy making in the fields of energy efficiency, fuel poverty, and health. It will also support BEIS' functions relating to carbon reductions under the Climate Change Act 2008. Your data may also be used for statistical, research and fraud prevention purposes.

BEIS will be conducting an evaluation of the Scheme. This may include you being contacted to take part in further research. Use of your personal data to contact you to take part in further evaluation research will be subject to your consent. BEIS will only process your personal data for this purpose with your opt-in consent, and a consent form will be provided to you. Note that you can withdraw consent at any time, and it will not impact the delivery of any works.

Who we will share your information with

We may share your information with partner organisations, including:

- ✦ The Department for Business, Energy and Industrial Strategy (BEIS), its delivery partners and contractors, and their data processors Microsoft and Amazon Web Services

We will not normally share your information with organisations other than our partner organisations without your consent, however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How long do we keep your records

The Council will retain the records for 10 years from the date the Scheme ends, to meet BEIS requirements to maintain records relating to any spending funded by the SHDF Scheme. The Council may choose to store anonymised data beyond this period.

The Council will retain and destroy records in line with the Council's Data Retention and Destruction Policy.

International transfers

Your personal data will not be processed outside the UK and European Economic Area (EEA).

Your rights

You have a number of rights under UK GDPR, including the right to request your information and the right to request your information be erased or amended if incorrect.

To **request your records**, **request changes** to your records, or to **object** to the processing of your data, you will need to put your request in writing and provide a proof of identification to Gary Penticost, Head of Repairs, Engineering, Planned Works and Facilities Management.

You have the right to **withdraw consent** for the processing of your personal data, where processing is based on consent, such as the BEIS research and evaluation. To withdraw consent, you can choose to contact Gary Penticost.

You may also contact BEIS' Data Protection Officer at the Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London, SW1H 0ET, or via email, dataprotection@beis.gov.uk.

You also have a right to **make a complaint** about our handling of your personal data to the Information Commissioner's Office (ICO), an independent regulator. You can contact the ICO at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, or via email, casework@ico.org.uk. Any complaint to the ICO is without prejudice to your right to seek redress through the courts.

Further information

Statutory Data Protection Officer

You may also contact our Data Protection Officer for further information:

Glen Egan, Acting Head of Legal Services and Monitoring Officer
Civic Centre, High Street,
Uxbridge UB8 1UW

E-mail: gegan2@hillingdon.gov.uk Telephone: 01895 277602