



## BMBC PRIVACY NOTICE

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**At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when the Council collects your personal information. This notice applies to information the Council collect in relation to the Domestic Energy Efficiency Scheme.**

### Stage one: Who are we?

This notice relates to data collected under the Domestic Energy Efficiency Scheme operated by Barnsley Council, which is funded by the Green Homes Grant Local Authority Delivery Scheme (GHG LAD) run by the Department for Business, Energy and Industrial Strategy.

The Council is committed to meeting its data protection obligations and handling your information securely. You should make sure you read and understand this notice before submitting your information to us.

### Stage two: What type of information we will collect from you

For the processing to which this notice relates to be carried out we use the following information:

Customers:

- Address and details of property receiving the GHG LAD installation(s)
- Details about the GHG LAD installation(s) installed at the property, including type, size and cost
- Contact address (if not the property receiving the GHG LAD installation(s))
- Address and details of property offered, but not receiving, the GHG LAD installation(s)
- Your name
- Household income and any other scheme eligibility information – this will include confirmation that you are in receipt of a qualifying benefit so a check can be carried out with the Council's Benefits department
- Any financial contribution you have made towards the GHG LAD installation(s)
- Details about the expected energy, carbon and cost savings expected to be delivered by the installation, including pre- and post-installation property EPC details where appropriate
- Email address (optional)
- Phone number
- Details about your health (if applicable) for the purpose of making any reasonable adjustments

Installers:

- Your name
- Relevant accreditation and registration information
- Contact address
- Email address
- Phone number
- Details of GHG LAD installations delivered
- Whether directly contracted or sub-contracted by LA to install GHG LAD installations
- The number of employees in your organisation

### **Stage three: Why do we need your personal information**

The purpose(s) for which we are processing your personal data is to support the delivery and administration of the Domestic Energy Efficiency Scheme and GHG LAD (together the Scheme).

Delivery and administration of the Scheme may require linking of your data to other datasets held by Doncaster Council or the Department for Business, Energy and Industrial Strategy (BEIS). This may involve checking with the Council's Benefits department that you are in receipt of a qualifying benefit but, will not allow us to find out which benefit you are claiming.

BEIS will be conducting an evaluation of the Scheme. This may include you being contacted to take part in further research. Where the research involves processing of personal data in addition to that already collected for delivery of the Scheme, you will be given the opportunity to opt-in to that research at the point of contact.

You may provide us with information about your health in order that we can make reasonable adjustments to provide this service. This data will only be used for this purpose.

Your data may also be used for statistical, research and fraud prevention purposes.

### **Stage four: How we will collect your personal information**

Our contractor will collect your information from you directly (e.g. by asking you to complete one of our forms etc.).

### **Stage five: Our Legal Basis for processing your information**

The legal basis for processing your personal data is:

**(e) Public task:** Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

The specific public task is to improve energy efficiency in the residential sector, in line with our duties under the Home Energy Conservation Act 1995. It is also for the delivery, administration and evaluation of, as well as statistical, research and fraud prevention purposes relating to, the Scheme, a government funded scheme aiming to raise the energy efficiency of low energy performance homes (those rated at EPC Band E, F or G), including off-gas grid homes. Funding is provided to Local Authorities who engage consumers and manage the delivery of installations in homes.

#### **Information required by contract (or information required to enter into a contract)**

You are required to provide us with your information in order for the installer to carry out the requested works. The consequences of not providing the information requested are that the work will not be able to be carried out.

## Consent (and withdrawing consent)

The Council will use some information about you on the basis that you have given us your consent to do so. Use of your personal data to contact you to take part in further research with BEIS will be subject to your consent. You may withdraw your consent and ask us not to use information about you to contact you to take part in further research by emailing [energy@barnsley.gov.uk](mailto:energy@barnsley.gov.uk)

## The Legal Basis for processing special category data is:

**9(g) Substantial public interest:** processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. The Council relies on Schedule 1 Part 2 section 6(2) of the Data Protection Act and our duties to make reasonable adjustments under the Equality Act 2010.

## Stage six: Why we may need to share your information

We sometimes need to share your information within the Council or with other organisations. We will only share your information when necessary and when the law allows us to, and we will only share the minimum information we need to. For the delivery, administration and evaluation of, as well as statistical, research and fraud prevention purposes relating to the Scheme

## Stage seven: Who we may share your information with

We may need to share your information with:

- Everwarm Ltd – the preferred contractor who will carry out the works
- Barnsley Council internal departments
- The Department for Business, Energy and Industrial Strategy (BEIS) and its contractors for delivery, administration and evaluation of the scheme, statistical, research and fraud prevention purposes
- Ofgem and delivery partners of central and local government home energy schemes such as the Energy Company Obligation and Renewable Heat Incentive

Your personal data may also be shared with other Government departments where necessary.

Personal data shared with BEIS will be stored on their IT infrastructure and will therefore also be shared with their data processors Microsoft and Amazon Web Services.

In certain cases we may also share your information with other individuals and organisations. For example, if you make a complaint to your Councillor, or if the sharing would help with a safeguarding issue or help prevent a crime. Sometimes, we might share your information without your knowledge.

The Council will never sell your information to anyone else.

## Stage eight: How long will your information be kept?

We will keep your information for different periods of time, depending on what we are using it for. We only keep your information for as long as we need to, after which we will securely delete the information.

We will keep your information for only so long as is necessary – the table below sets out

typical timescales for each activity:

<b>Activity</b>	<b>Time information kept for</b>
Records relating to any spending funded by a grant	10 Years
Applications for the scheme and evidence submitted in support of it.	10 Years
Records to enable any reasonable adjustments to be made in order to provide this service (if applicable)	10 Years

### **Stage nine: What will happen if you fail to provide personal information?**

If you don't wish to provide your personal information, we may not be able to proceed with the grant aid.

### **Stage ten: How to access and control your personal information**

The Council has a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the Council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.uk) or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on [DPO@barnsley.gov.uk](mailto:DPO@barnsley.gov.uk) .

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at [www.ico.org.uk](http://www.ico.org.uk)