

Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for the

Warm Homes ECO Flex Scheme

What Information do we need from you?

We need to know the following about you: name, address, contact details, date of birth, property characteristics and any evidence of household income or health conditions.

Why do we need this?

We need this information to:

- assess your eligibility for energy efficiency measures available under the flexible eligibility criteria as part of the Energy Company Obligation scheme
- generate a declaration that will be given to you for you to issue to your chosen energy installer/supplier. Leicestershire County Council will not share this, or any other personal data, with participating energy installers/suppliers.

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using our official authority or performance of a public task as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because of health or social care requirements.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. We will only share anonymised information with the Department for Business, Energy and Industrial Strategy (BEIS) and the Office of Gas and Electricity Markets (Ofgem). We will not share any of your personal and identifiable information.

Participating installers or energy suppliers will be required to report your unique reference number and any outcomes of this initiative back to Leicestershire County Council for the purposes of monitoring, evaluation and onward reporting to BEIS.

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For this service that would normally be 7 years, at which point the information would be reviewed.

What if something changes?

If the information you provided changes or your circumstances change, please contact warmhomeseconflex@leics.gov.uk If we need to change something like who we want to share this information with, we will contact you to let you know.