

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

Leicestershire Warm Homes Fund Project

What information do we need from you?

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

Why do we need this?

We need this information to allow project partners Age UK Leicester Shire & Rutland, E.ON Energy Solutions Ltd and the Leicestershire County Council based First Contact Plus and Warm Homes Services to assess your eligibility for support with energy efficiency measures, income maximisation and benefit support and onward signposting to relevant services.

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?

We need to share your information with others. We will only do this when it is necessary in order 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. Application forms containing your personal information will be processed by project partners only. We will share anonymised information with the funding administrators Affordable Warmth Solutions CIC as per reporting requirements.

Project partners will be required to report outcomes of this initiative back to Leicestershire County Council for the purposes of monitoring, evaluation and onward reporting to Affordable Warmth Solutions CIC.

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 will be reviewed.

What if something changes?

If the information you provided changes, or your circumstances change, please contact alex.clark@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.