

Leicestershire County Council Fair Processing Notice

Leicestershire Green Homes Grant Local Authority Delivery Scheme

This notice sets out how Leicestershire County Council will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

This notice relates to data collected under the Leicestershire Green Homes Grant Local Authority Delivery scheme operated by Leicestershire County Council and delivery partner E.ON which is funded by the Green Homes Grant Local Authority Delivery Scheme (GHG LAD) run by the Department for Business, Energy and Industrial Strategy.

Your Data

The data

We will process the following personal data:

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 including Local Authority Flexible Eligibility declaration concerning property characteristics or resident circumstances (health data) that the Council define as indicating poor energy efficiency or vulnerability to cold.
- 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
- Phone number

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

Purpose

The purpose(s) for which we are processing your personal data is to support the delivery and administration of the Leicestershire Green Homes Grant Local Authority Delivery scheme and GHG LAD (together the Scheme).

Delivery and administration of the Scheme may require linking of your data to other datasets held by Leicestershire County Council or the Department for Business, Energy and Industrial Strategy (BEIS).

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.

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

Legal basis of processing

The legal basis for processing your personal data is:

a) **Consent:** *You consent to us doing so*

(b) **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 [describe the task or function]]*

Public task: Processing is necessary for the performance of a task carried out in the public interest.

The specific public task is 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.

Consent: Use of your personal data to contact you to take part in further research will be subject to your consent.

Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the

purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

The legal basis for processing your sensitive personal data is:

h) It is necessary for reasons of public interest in the area of public health, and it is carried out under the supervision of a health professional, or by another person who in the circumstances owes a duty of confidentiality under an enactment or rule of law. Leicestershire County Council's Public Health department utilises Local Authority Flexible Eligibility to widen access to specific energy efficiency grant funding projects. In line with BEIS guidance, Leicestershire County Council may request residents disclose health conditions they may have that could be negatively impacted by a cold home where no action is taken. Specific health data may be retained and considered as to whether it meets the Council's definition of vulnerability to cold. Only this definition would be shared with the delivery partner E.ON or BEIS. No specific health characteristic special data shall be disclosed by the Council.

p) It is necessary for archiving purposes, scientific or historical research purposes or statistical purposes, and it is in the public interest

[N.B. additional sensitive data processing conditions for journalism and art, insurance businesses, elected representatives, anti-doping in sport, and political parties omitted]

Recipients

Your personal data will be shared with:

- E.ON Energy Solutions Ltd
- 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.

We may share your data if we are required to do so by law, for example by court order or to prevent fraud or other crime.

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors Microsoft.

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.

Retention

Your personal data will be stored securely by us for a maximum period of 7 years.

Your personal data will be stored securely by BEIS for a maximum period of 25 years following the close of the Scheme. BEIS may choose to store anonymised data beyond this period.

How to Make a Request?

If you wish to make a request associated with any data subject rights, contact Leicestershire County Council or BEIS using the contact details at the bottom of this notice.

International Transfers

Your personal data will not be processed outside the UK and European Economic Area (EEA), or by an international organisation.

As personal data shared with BEIS will be stored on their IT infrastructure and shared with their data processors Microsoft and Amazon Web Services, your data may be transferred and stored securely outside the European Economic Area. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

Contact Details

The data controllers for your personal data are Leicestershire County Council and the Department for Business, Energy and Industrial Strategy (BEIS).

For details of how you can contact the Leicestershire County Council Data Protection Officer at – [see our Privacy Section on the website](#).

You can contact the BEIS Data Protection Officer at:

BEIS Data Protection Officer
Department for Business, Energy and Industrial Strategy
1 Victoria Street
London
SW1H 0ET

Email: dataprotection@beis.gov.uk