

Stroud District Council UK GDPR Privacy Notice

Privacy Notice

This notice sets out how Stroud District Council will 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 Demonstrator scheme (SHDF-D) operated by Stroud District Council. This is funded by the SHDF-D and run by the Department for Business, Energy and Industrial Strategy (BEIS).

YOUR DATA

The data

We will process the following personal data:

Customers:

- Address and details of property receiving the SHDF-D installation(s)
- Details about the SHDF-D installation(s) installed at the property, including type, size and cost
- Contact address (if not the property receiving the SHDF-D installation(s))
- Address and details of property offered, but not receiving, SHDF-D installation(s)
- Your name
- Household income and any other scheme eligibility information
- Any financial contribution you have made towards the SHDF-D 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, including humidity levels.
- Email address (optional)
- Phone number (optional)

Installers:

- Your name
- Relevant accreditation and registration information
- Contact address
- Email address
- Phone number
- Details of SHDF-D installations delivered
- Whether directly contracted or sub-contracted by LA to install SHDF-D 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 SHDF-D.

Delivery and administration of the Scheme may require linking of your data to other datasets held by Stroud District Council or BEIS.

Stroud District Council UK GDPR Privacy Notice

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

(b) **Contract:** If you are a tenant of Stroud District Council this project may form part of our planned maintenance activities noted in your tenancy agreement. Otherwise this basis does not apply.

(e) **Public task:** Processing is necessary for the performance of a task carried out in the public interest. The data will be processed and shared with BEIS to support a detailed evaluation of the overall scheme, including the types of properties, households and measures delivered through the SHDF Demonstrator, 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.

Recipients

Your personal data will be shared with:

- Stroud District Council
- 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.
- Your social housing provider
- Verified contractors/installers for the project

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.

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.

Personal data stored by Stroud District Council will be stored on our IT infrastructure and will therefore also be shared with our data processor Microsoft.

Retention

Stroud District Council UK GDPR Privacy Notice

Your personal data will be stored securely by Stroud District Council in line with our general privacy notice available at stroud.gov.uk. Project specific personal data will be kept for a maximum period of 2 years following the close of the Scheme. Stroud District Council may choose to store anonymised data beyond this period.

Your rights

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

You have the right to withdraw consent to the processing of your personal data at any time, where processing is based on your consent.

How to make a request

If you wish to make a request associated with any of the rights listed above, contact Stroud District Council using the contact details at the bottom of this notice.

As personal data shared with BEIS and Stroud District Council 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 UK and European Economic Area. Where that is the case, it will be subject to equivalent legal protection using Model Contract Clauses.

Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House

Stroud District Council UK GDPR Privacy Notice

Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113

Email: casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

Contact details

You can contact the Stroud District Council Data Protection Officer at:

Data Protection Officer
Stroud District Council
Ebley Mill
Ebley Wharf
Stroud
GL5 4UB

Email: data.protection@stroud.gov.uk