

## Private Sector Housing - Privacy Notice

### Green Homes Grant Local Authority Delivery Scheme External Wall Insulation Grant

This privacy notice should be read alongside our main privacy notice which can be found on our [Data Protection, FOI and Transparency](#) page.

### Data Controller

Under the GDPR and DPA 2018, Mansfield District Council, Civic Centre, Chesterfield Road South, Mansfield, Nottinghamshire, NG19 7BH is a Data Controller for the information it holds about you. The Council will hold the information provided by you in this application for the purpose of processing your Green Homes Grant Local Authority Delivery Scheme External Wall Insulation Grant.

A Data Sharing Agreement is in place between the parties to ensure and demonstrate compliance with the data protection legislation.

### What information do we collect?

- Full name;
- Full residential address;
- Email address;
- Mobile telephone number;
- Home telephone number;

The above information is called '[Personal Data](#)'.

### Why we need your information and how we use it

It is important that we take contact details so that you may be contacted after work has been completed by BEIS. Your information will also be used to confirm that you are eligible for assistance.

## What we use your personal data for

1. BEIS may share the personal data with its third party contractors subject to review and approval of the third party contractor by the BEIS Information Asset Owner. In this scenario, BEIS would be the controller for the personal data and the third party contractor would be the processor.
2. BEIS may share the personal data with Ofgem, or other scheme delivery partners, to prevent the duplication of support under other government schemes in breach of scheme rules and to prevent fraud. In this scenario, BEIS and the scheme delivery partner would likely both be the controllers for the personal data.
3. In order to effectively audit and manage GHG LAD and other Government schemes, BEIS may need to share the GHG LAD scheme delivery data and GHG LAD Fraud and Non-Compliance data with delivery partners of current or future energy efficiency or low carbon heating government support schemes. This ensures that GHG LAD funded installations are not already or subsequently subsidised under other Government schemes, or in the case of the Renewable Heat Incentive (RHI) or successor schemes, in breach of the RHI rules. It also ensures that households are not benefiting from both GHG LAD and Green Homes Grant vouchers as they fall under the same scheme. Where this data sharing is necessary BEIS will put a data sharing agreement in place with the relevant delivery partner to support sharing of the data.
4. BEIS may share GHG LAD scheme delivery data and GHG LAD Fraud and Non-Compliance data with its third party contractors to support the delivery of research and evaluation or for auditing GHG LAD Phase 1 installations to confirm compliance with scheme guidance.. This data sharing will be based on a contractual relationship with the third parties and a data sharing agreement will be put in place for this purpose. The Authority may share the personal data with its third party contractors subject to review and approval of the third party contractor by the Authority's Information Asset Owner. In this scenario, the Authority would be the controller for the personal data and the third party contractor would be the processor.
5. BEIS may need to share GHG LAD scheme delivery data and GHG LAD Fraud and Non-Compliance data with other Government departments where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the department (Article 6(1)(e) of the GDPR). A data sharing agreement would be put in place for this purpose.
6. The exact data items that will be included within the onward disclosures listed above cannot be confirmed at this stage. BEIS will comply with the 'data minimisation' principle set out in GDPR Article 5(1)(c) and ensure that the onward disclosure of data is restricted to only that data required by the third party to support the purpose for which the data is shared.

## **What is our lawful basis for processing the personal data and special category data?**

To remain compliant with data protection legislation, the council must have a legal basis to process your personal data. Our lawful basis in the processing that we'll undertake is based on public task:

- GDPR Article 6(1)(e) – 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 controller with a clear basis in law.

We will not be processing your special category data.

## **Data Processors and other recipients of your data**

These are the recipients with which your personal data is shared:

Department for Business, Energy and Industrial Strategy

The Department for Business, Energy and Industrial Strategy who have provided the funding for the grant. They are arranging for researchers to contact residents who have been assisted, to find out what difference this has made. The above lawful bases for processing applies here.

## **International Data Transfers and Storage**

None

## **Personal data disposal and retention**

We will only keep your personal data for as long as it is necessary for the purposes outlined above, and for audit and payment purposes. Otherwise, your data will be held for six years (the length of time as required by the Council's Records and Retention Policy)

## Your rights

As defined in the data protection law, GDPR Article(s) 12-23 and Data Protection Act 2018, you have the following rights:

- **The right to be informed** about the collection and use of your personal data. This is outlined above.
- **The right to erasure.** If at any point you'd like us to delete the personal data you provided, please advise us and we will delete all information related to you where possible.
- **The right to object** to us processing your personal data. If you do so, we will delete all the personal data we hold in relation to you.
- **The right to rectification.** If the information held is in any way incorrect, you can contact the data controller and request that the information be rectified.
- **Your right to get copies of your information** – you have the right to ask for a copy of any information about you that is used.

In certain circumstances exemptions to these rights may apply. Further information is available on the [Information Commissioner's Office website](#).

## Further information

If you consider that your personal data has been misused or mishandled by us, you can raise this with the data controller. In this instance, the data controller is the Data Protection Officer who can be contacted on (01623) 463463 or [dpo@mansfield.gov.uk](mailto:dpo@mansfield.gov.uk).

If you remain dissatisfied you can 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, Water Lane, WILMSLOW, SK9 5AF, or 0303 123 1113, or [casework@ico.org.uk](mailto:casework@ico.org.uk).

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

## Security

The council use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorised access, disclosure, alteration and destruction. We have written procedures and policies which are regularly audited, and the audits are reviewed at senior level.

## Changes to our policy

The Council keep their privacy notices under regular review and will make new versions available on the privacy notice page on the website. This privacy notice was last updated on 17 December 2020.