

# Privacy Notice for the Tower Block Retrofit Project

## Introduction

This notice is provided to meet the requirements of the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) to provide transparency in how we process personal data for the Tower Block Retrofit Project for tenants living in Council owned properties.

This notice also sets out how the Department for Business, Energy, and Industrial Strategy (BEIS) will use your personal data relating to the Social Housing Decarbonisation Fund Wave 2.1 (SHDF – Wave 2.1), and your rights. This notice relates to data collected under SHDF – Wave 2.1, operated by successful applicants to the scheme and funded by BEIS.

## Service description

We collect and hold personal information relating to your participation in the Social Housing Decarbonisation Fund (SHDF) Wave 2.1, operated by Thanet District Council and run by the Department of Energy Security and Net Zero (ESNZ).

We use this information to:

- Support the delivery, performance management and administration of SHDF Wave 2.1
- Provide evaluation and monitoring reporting to ESNZ and its research/evaluation and monitoring partners
- Detect and report on fraud and multiple grant claims

## What information do BEIS collect about you?

If you are a tenant offered installations under SHDF – Wave 2.1:

- address and details of the property receiving SHDF – Wave 2.1 installations
- details about the SHDF – Wave 2.1 installations at the property, including type, size, cost, and installer details
- address and details of properties offered, but not receiving, SHDF – Wave 2.1 installations
- your name and contact details (address, email and phone number)
- if relevant, the amount of funding the household contributed towards SHDF - Wave 2.1 installations

If you are an installer:

- your name and contact details (business contact address, business email address and business phone number)
- relevant accreditation and registration information, such as Trustmark or MCS licence numbers, and Companies House Company Registration Numbers
- details of SHDF installations delivered (including cost and address)
- whether directly contracted or sub-contracted by a Social Housing Landlord to install SHDF – Wave 2.1 installations

## **Lawful basis for processing data under GDPR**

The legal basis for processing your personal data is because it is necessary to comply with legal obligations and is performing a public task (GDPR, Article 6(1)(e)).

Processing is necessary for the performance of a task carried out in the public interest. The public tasks are outlined above and include the delivery, administration, audit and evaluation of SHDF – Wave 2.1.

This data will be used 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. It will also support BEIS' functions relating to carbon reductions under the Climate Change Act 2008.

## **Who we may share your data with**

We will share data with:

- the Department for Business, Energy, and Industrial Strategy
- appointed delivery and research partners for SHDF – Wave 2.1
- BEIS contractors and other government departments

Your personal data is shared to support in the delivery, administration, and evaluation of the scheme, for statistical, research and fraud prevention purposes, and to inform the development of government policy.

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 collected by BEIS will be securely stored on their IT (Information Technology) infrastructure and will therefore also be shared with their data processors Microsoft and Amazon Web Services.

We will not normally share your information with organisations other than our partner organisations without your consent, however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need-to-know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

## **How long do we keep your personal information?**

Your personal data will be stored securely by BEIS for a maximum period of 7 years following the close of the Scheme or, if later, the completion of installations funded under the Scheme, for the delivery, administration and evaluation of the scheme, as well as for fraud prevention purposes.

## What security precautions are in place to protect the loss, misuse or alteration of your information?

We and BEIS are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

## International transfers

As your personal data collected by 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 UK and European Economic Area. Where that is the case, it will be subject to equivalent legal protection through the use of Model Contract Clauses.

## Your data protection rights

The Data Protection Act 2018 in conjunction with the General Data Protection Regulation (GDPR) grants you a number of other rights:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

You have the right to request information that is held about you and this is known as the 'right of subject access'. Making a request for your personal information is known as a 'Subject Access Request'. You are entitled to receive a copy of your records free of charge and within a month.

For more information on how we process your personal information and how to make a subject access request, please visit <https://www.thanet.gov.uk/privacy-statement>

Please note that in certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person. You also have the right

to rectify errors in your records, the right to withdraw consent given to process your data, and the right to have your data erased when you have withdrawn consent.

If you wish to exercise any of these rights, you should contact the Data Protection Officer using the contact details provided below. You have the right to be told if we have made a mistake whilst processing your data and we will self-report breaches to the Information Commissioner.

### **Accessing data shared with BEIS or its delivery partners**

If you wish to make a request associated with any of the rights listed above for information held by BEIS, please use the contact details below.

Once your personal data has been shared with BEIS or with its delivery partners, BEIS will become a data controller for that personal data. If you wish to make a request associated with any of the rights listed above and in relation to personal data shared with BEIS or with BEIS delivery partners/agents, you may contact BEIS using the following contact details:

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

Email: [dataprotection@beis.gov.uk](mailto:dataprotection@beis.gov.uk)

### **Further information**

If you would like to know more about how we use your information or to exercise any of your rights, please contact the Data Protection Officer (DPO) at Thanet District Council:

Data Protection Officer  
Thanet District Council  
Cecil Street  
Margate  
CT9 1XZ

Email: [dataprotection@thanet.gov.uk](mailto:dataprotection@thanet.gov.uk)

Tel: 01843 577 000

### **How do I complain?**

You also have the right to complain to the Information Commissioner's Office, at:

The Information Commissioner  
Wycliffe House,  
Water Lane,  
Wilmslow,

Cheshire  
SK9 5AF

Phone: 0303 123 1113 or 01625 545745

Website: [www.ico.org.uk](http://www.ico.org.uk)