

## Green Homes Grant Local Authority Delivery (LAD) 2 Privacy Notice

This privacy notice explains how Newark and Sherwood District Council process personal data to deliver the Green Homes Grant LAD Phase 2 Scheme.

### The type of personal data we process

Newark and Sherwood District Council will process the following personal data categories for customers, and potential customers, of this scheme:

- Your full name
- Your contact details
- The 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
- Your 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)
- Household income and any other scheme eligibility information
- 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

### Why are we collecting your personal data?

We use this information to:

1. Support the delivery and administration of the Green Homes Grant Local Authority Delivery scheme.
2. For monitoring and reporting on the progress of the scheme
3. For fraud prevention purposes.

Our Lawful Basis for processing your personal data is **public task**.

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. Funding is provided to Local Authorities who engage consumers and manage the delivery of installations in homes.

### Who we share your personal data with?

The Green Homes Grant Local Authority Delivery scheme is operated through a number of organisations who are working in partnership. Personal data will be shared as necessary with the following organisations:

- Midlands Energy Hub (MEH). The Midlands Energy Hub is funded by the Department for Business, Energy and Industrial Strategy (BEIS) as part of the Clean Growth Strategy. They support the delivery of LADs 2.

- Nottingham Energy Partnership (NEP). NEP has been commissioned by the Midlands Energy Hub to manage the customer journey i.e. all aspects of customer communications and applications relating to this scheme
- E.ON Energy Solutions Ltd (E.ON). E.ON are the delivery partner for the scheme and will be installing energy efficiency measures into homes and providing specialist advice to residents.
- Department for Business, Energy and Industrial Strategy (BEIS)). BEIS is the project funder. Personal data will be shared for delivery, administration and evaluation of the scheme, statistical, research, and fraud prevention purposes.

Your personal data may also be shared with other Government departments where necessary to identify duplicate or fraudulent grant claims under other schemes.

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

### **How we will process your personal data?**

Your personal data will be stored securely by us. We will only hold your information for the minimum period necessary. The information outlined in this privacy notice will be kept in accordance with our retention schedule.

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.

### **Exercising your rights**

Under the Data Protection Act 2018 and the UK GDPR you have the following rights:

- The right of access to your own personal data.
- The right to request rectification or deletion of your personal data.
- The right to object to the processing of your personal data.
- The right to request a copy of the information you provide us in machine-readable format.
- The right to withdraw your consent to any processing that is solely reliant upon your consent.

Should you wish to exercise any of your rights, you should contact the Data Protection Officer.

Email: [privacy@newark-sherwooddc.gov.uk](mailto:privacy@newark-sherwooddc.gov.uk)

### **Your right to complain**

In the event that you wish to complain about the way that your personal data has been handled by Newark and Sherwood District Council, you should write to the Data Protection Officer and clearly outline your case.

If you remain dissatisfied with the way your personal data has been handled, you may refer the matter to the Information Commissioner's Office whose contact details are below:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Template for Privacy Notice Library

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)