

Data Protection Privacy Notice

Service: Housing

Team: Property and Asset

Processing activity: Delivering energy efficiency improvements in our housing stock under the Social Housing Decarbonisation Fund Scheme

The Data Controller

East Devon District Council's Housing Service

Address: Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

Contactable by emailing repairs@eastdevon.gov.uk or by calling 01395 517458.

Joint Data Controller

BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy

1 Victoria Street, London SW1H 0ET

dataprotection@beis.gov.uk

The Data Protection Officer

Contactable by emailing dataprotection@eastdevon.gov.uk.

BEIS Data Protection Officer Contactable by emailing dataprotection@beis.gov.uk

Obtaining your personal information

Your home will have been identified as potentially eligible for energy efficiency measures as part of the council's housing stock. If you have expressed an interest in this work being done in your home, in order that we can arrange for the installation of energy efficiency measures, in accordance with the Social Housing Decarbonisation Fund Scheme (SHDF), we will use the name, address and contact details held as part of your tenancy agreement with the council.

Use of your personal information

We are using your personal information for the purpose of providing your home with energy efficiency measures as part of the SHDF. Processing is necessary for the performance of a task carried out in the public interest which entails the delivery and administration of a government funded scheme aimed at raising the energy efficiency of social housing. Participation in the scheme is based on an expression of interest provided by you.

BEIS process data necessary for the performance of tasks in the public interest to deliver SHDF. The data will support a detailed evaluation of the overall scheme, including the types of properties, households and measures delivered through the SHDF, 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. It will also support BEIS' functions relating to carbon reductions under the Climate Change Act 2008. Your data may also be used for statistical, research and fraud prevention purposes.

With your consent, your name, address and contact details will be used for the purpose of monitoring and evaluating the scheme. This may include you being contacted to take part in further research. Use of your personal data to contact you to take part in further evaluation research will be subject to your consent. BEIS will only process your personal data for this purpose with your opt-in consent, and a consent form will be provided to

you. Note that you can withdraw consent at any time, and it will not impact the delivery of any works.

Who will receive or see my personal information?

Your personal information will be available to be seen by those within the relevant service and within support services (such as the Legal and Finance Teams and any third party payment handler) where necessary to carry out the purpose and will be provided to the following;

We will share your name, address and contact details, together with any specific access arrangements, with the contractor(s) working for the council to carry out this work.

The property address and its eligibility for the scheme will be provided to the Department for Business, Energy and Industrial Strategy (BEIS) together with your name and contact details for the purposes of arranging works. This information may also be shared with BEIS delivery partners and contractors in the SHDF and may be linked to other datasets held by BEIS or other Government departments. A full copy of the BEIS privacy notice, outlining how your data will be used can be accessed here [Privacy notice \(final draft version\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/privacy-notice-final-draft-version)

BEIS would like to monitor the success of the scheme by contacting you for evaluation and feedback. To do so, they will need your name and contact details but this will only be provided to them with your specific consent.

We may also share information with our corporate safety officer when our staff safety is viewed as being at risk. Information may also be shared with partner agencies during safeguarding investigations and for fraud identification and prevention.

Your personal information will be stored securely and will not be accessible to anyone else, including other services within the Council, unless detailed above.

Anonymised data may be used for statistical and research purposes by both EDDC and BEIS and their partners.

Retention

All your personal information will be held by us only for as long as is necessary and then in accordance with any legal requirements imposed upon us and the Council's retention schedule. For more information please go to our website to view 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.

Transferring personal information outside of the EU

Your personal information will not be transferred outside the EU or to any international organisations by the Council.

Information transferred to BEIS will be stored by external data processors, Microsoft and Amazon web services and may be transferred and stored outside of the European Economic Area. Where that is the case, data will be subject to equivalent legal protection through the use of Modal Contract Clauses. More information about this can be obtained from BEIS direct at dataprotection@beis.gov.uk

BEIS Data Protection Officer

Department for Business, Energy and Industrial Strategy
1 Victoria Street

London
SW1H 0ET

Your rights

Whatever our use of your personal information you have the right of access to that personal information (this means confirmation that we are using your personal information, access to it as well as other detail) and the right to seek rectification if the information is inaccurate.

Because we are using your information on the basis of public task, you have the right to object and the right to restrict processing. Where you provide us with your consent to share your data, you have the right to withdraw that consent at any time. Your tenancy is based upon your contractual relationship with EDDC and any information processed under this contract is subject to data portability.

If you object to our use of your personal information and there is no overriding legitimate interest for us to continue using it or we have used your personal information unlawfully or it is no longer necessary for us to have the personal information, the right to erasure is also available to you.

Details on each of these rights can be found on our website in the [Your Rights](#) pages.

Complaints

If you are dissatisfied with the way the Council has used your personal information then you may wish in the first instance to make a complaint to the Data Protection Officer. This can be done by;

Writing to: Data Protection Officer, Information and Complaints, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

You can also email: dataprotection@eastdevon.gov.uk or call 01395 517417.

Alternatively, or if you remain dissatisfied following your complaint to the Data Protection Officer, you may lodge a complaint with The Information Commissioner. The Information Commissioner is the UK's independent body set up to uphold information rights. The ICO can help and advise you on all matters relating to data protection.

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

Tel: 0303 123 1113

Email: casework@ico.org.uk