

Privacy Notice

Green Homes Grant Local Authority Delivery Scheme

The Liverpool City Region Combined Authority has been allocated funding through the North West Energy Hub from The Department of Business, Energy and Industrial Strategy under the Green Homes Grant Local Authority Delivery Scheme (LAD) to deliver energy efficiency measures to homes.

This privacy notice sets out how Halton Borough Council, the Liverpool City Region Combined Authority, the North West Energy Hub, the Department for Business, Energy and Industrial Strategy and the appointed Managing Agent and contractor(s) will use personal data as part of delivering home energy efficiency improvement works under the Government's Green Homes Grant Local Authority Delivery Scheme. It also describes your rights in relation to your personal data.

Through the Green Homes Grant Local Authority Delivery Scheme the Council and its partners will look to deliver energy improvements to homes where households and properties meet the eligibility criteria. In order to do this, we need to collect personal information and also information on your property to assess eligibility for the scheme. It is a voluntary act on your part if you wish to be considered for the scheme. There is no legal requirement for you to be part of the scheme. You can decide whether or not you want to be considered for the scheme.

Who Will Own My Data Once I Submit It?

Halton Borough Council, Liverpool City Region Combined Authority, North West Energy Hub, Department for Business, Energy and Industrial Strategy and the Managing Agent and contractor(s) appointed to deliver the scheme works.

Why Do You Need My Information?

The purpose(s) for which your personal data is being processing is to support the delivery and administration of the Green Homes Grant Local Authority Delivery Scheme (together the Scheme). Delivery and administration of the Scheme may require linking of your data to other datasets held by Halton Borough Council, Liverpool City Region Combined Authority, North West Energy Hub or the Department for Business, Energy and Industrial Strategy.

The Department for Business Energy and Industrial Strategy 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.

The personal information that will be processed through the Green Homes Grant Local Authority Delivery Scheme includes:

Personal and Contact Details –

- Your name and age
- Name of household occupants, ages, dependences,
- telephone number (optional), e-mail address (optional)

Property Details-

- Address and details of property applying to receive a Green Homes Grant LAD installation
- 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
- Property ownership details
- Details about the GHG LAD installation(s) installed at the property, including type, size and cost
- Address and details of property offered, but not receiving, the GHG LAD installation(s)

Household Income

- Household income and any other scheme eligibility information
- Any financial contribution you have made towards the GHG LAD installation(s)

What Allows You To Use My Information?

The legal basis for processing your personal data is:

(a) **Consent:** You consent to being recontacted for the purposes of evaluation by Halton Borough Council, Liverpool City Region Combined Authority, the North West Energy Hub, or The Department for Business, Energy and Industrial Strategy

(c) **Legal obligation:** It is necessary to comply with a legal obligation placed on us as the data controller by the Department of Business, Energy and Industrial Strategy in order to deliver the Green Homes Grant Local Authority Delivery Scheme.

(e) **Public task:** 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 data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice – to undertake the Green Homes Grant Local Authority Delivery Scheme,

Who Will My Information Be Shared With?

Your personal data will be shared with:

- Liverpool City Region Combined Authority

- North West Energy Hub
- 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.
- Ofgem and delivery partners of central and local government home energy schemes such as the Energy Company Obligation and Renewable Heat Incentive
- The Managing Agent appointed by Liverpool City Region Combined Authority who will undertake the eligibility criteria assessment and organise the scheme assessments and work.
- The contractor(s) appointed by Liverpool City Region Combined Authority to undertake the scheme assessments and works who will only be provided with details of your name, address, your contact telephone number and /or email address as well as the Energy Performance Certificate for your property if there is one available. Any other details relevant to your eligibility for the Green Homes Grant Local Authority Delivery Scheme **will be not be** disclosed to the Contractor or their 3rd parties.
- The Managing Agent and contractor(s) appointed to deliver the scheme works will issue you with a privacy notice separate to this notice which will inform you what data that they are required to return to Halton Borough Council, Liverpool City Region Combined Authority, the North West Energy Hub and the Department for Business, Energy and Industrial Strategy in accordance with the reporting and monitoring requirement for the scheme.
- 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.
- As your personal data will be stored on our IT infrastructure it will also be shared with our data processors Liverpool City Region Combined Authority and the North West Energy Hub
- Personal data shared with the Department for Business Energy and Industrial Strategy will be stored on their IT infrastructure and will therefore also be shared with their data processors Microsoft and Amazon Web Services.

Households participating in the Green Homes Grant Local Authority Delivery Scheme maybe contacted by Halton Borough Council, Liverpool City Council, the North West Energy Hub or The Department of Business, Energy and Industrial Strategy as part of the evaluation of the scheme. Household's who participate in the scheme agree to be contacted as part of any future evaluation. 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.

Do I Have To Provide This Information And What Will Happen If I Don't?

We need this information to assess your eligibility for the Green Homes Grant Local Authority Delivery Scheme and to also meet the requirements of our funding agreement with The Department for Business, Energy and Industrial Strategy.

If you do not provide your information, we will be unable to consider you for the scheme. It is your choice if you want to be considered for the scheme, the scheme is a voluntary scheme. You can withdraw your application prior to works commencing if you are eligible for the scheme.

How Long Will You Keep This Data For And Why?



Your personal data will be stored securely by Halton Borough Council, the Liverpool City Region Combined Authority and the North West Energy Hub for a maximum period of 13 years following the close of the Scheme, as required by the Memorandum of Understanding data sharing agreement regarding the Scheme funding between the Secretary of State for the Department for Business, Energy and Industrial Strategy and Liverpool City Region Combined Authority, North West Energy Hub and collaborating Local Authorities.

Your personal data will be stored securely by The Department for Business, Energy and Industrial Strategy for a maximum period of 25 years following the close of the Scheme. The Department for Business, Energy and Industrial Strategy may choose to store anonymised data beyond this period.

The Managing Agent and contractor(s) appointed to deliver the scheme works will issue you with a privacy notice separate to this notice which will inform you how long they will keep your data and the reasons for this and how your data will be stored.

How Will My Information Be Stored?

Your personal data will be stored on Halton Borough Council's IT infrastructure it will also be shared with Liverpool City Region Combined Authority and the North West Energy Hub.

Personal data shared with The Department for Business, Energy and Industrial Strategy will be stored on their IT infrastructure and will therefore also be shared with their data processors Microsoft and Amazon Web Services.

Will This Information Be Used To Take Automated Decisions About Me?

No

Will My Data Be Transferred Abroad and Why?

Personal data shared with the Department for Business, Energy and Industrial Strategy 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 European Economic Area. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses. Your personal data will not be processed outside the UK unless it is compliant with UK data protection legislation.

What Rights Do I Have When It Comes To My Data?

You have the right under the UK General Data Protection Regulation to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To find out more about Halton Borough Council approach to data protection and privacy and request access to your personal information, please visit: [Data Protection \(halton.gov.uk\)](https://www.halton.gov.uk/Data-Protection)



Who Can I Complain To If I Am Unhappy About How My Data Is Used?

Please contact the Data Protection Officer on 0151 511 7002 or by email to:

informationgovernanceservice@halton.gov.uk

You also have the right to complain to the Information Commissioner's Office using the following details: -

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone: 08456 30 60 60 or 01625 54 57 45

Website: www.ico.org.uk