



Department for
Energy Security
& Net Zero



Social Housing Decarbonisation Fund - Proposed content for the Privacy Notice

Social Housing Decarbonisation Fund

Privacy Notice

The Department for Energy Security & Net Zero understands the importance of privacy and data security and is committed to protecting Personal Data in accordance with UK Data Protection Legislation including the UK General Data Protection Regulation (UK GDPR); the Data Protection Act (DPA) 2018; and the Privacy and Electronic Communications Regulations 2003 (SI 2003 No. 2426) as amended.

This privacy notice sets out how and why we will process your Personal Data, and your rights under UK Data Protection Legislation. It is made under Articles 13 and / or 14 of the UK GDPR.

This privacy notice relates to Personal Data collected from Applicants to the Scheme. All defined terms can be found in Section 1. Definitions below.

Date last updated: 27 November 2023

1. Definitions

1.1 For the purposes of this privacy notice, the term:

1.1.1 “DESNZ” means the Department for Energy Security & Net Zero.

1.1.2 “Personal Data” means any data which relates to a living individual who can be identified from that data or from other information, which is in the possession of, or is likely to come into the possession of, DESNZ

1.1.3 “Delivery Agent” means Salix.

1.1.4 “Delivery Partner” means the contractor appointed by DESNZ to administer the Scheme (in this case, PwC, Arup and Turner & Townsend).

1.1.5 Applicant means an employee applying on behalf of the organisation.



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1.1.6 “Scheme” means Wave 2.2 of the Social Housing Decarbonisation Fund scheme run by DESNZ.

2. Background

2.1 DESNZ is the Data Controller for your Personal Data processed under Social Housing Decarbonisation Fund. DESNZ is a registered controller (registration number: ZA204800) with the Information Commissioner’s Office. You can contact the DESNZ Data Protection Officer at:

DESNZ Data Protection Officer
Department for Energy Security & Net Zero
3-8 Whitehall Place
London
SW1A 2EG

Email: dataprotection@energysecurity.gov.uk

2.2 The Social Housing Decarbonisation Fund is a UK Government scheme funded by DESNZ, This privacy notice covers the processing of Personal Data carried out by DESNZ in relation to the Scheme.

2.3 Delivery Agent has been appointed by DESNZ to act as a Competition Support Partner and as a Data Processor.

2.4 References to “we” and “our” in this Privacy Notice means DESNZ, both DESNZ and the Competition Support Partner or solely the Competition Support Partner. Any references in this Privacy Notice to “you” or “your” means Applicants under the scheme.

3. Why we process Personal Data

3.1 Our objective is to provide support to businesses on the benefits of digital technology. To do this, we process your Personal Data directly via the Social Housing Decarbonisation Fund webpage (hosted by DESNZ) and digital platform (hosted by the Competition Support Partner). We will process the following Personal Data:

Categories of Personal Data Processed	Who do we collect this from?	Purpose	Lawful Basis
<ul style="list-style-type: none"> ● Contact Data, e.g.: <ul style="list-style-type: none"> ○ First name ○ Middle name ○ Surname ○ Your Business email address 	All applicants	<p>Scheme Administration</p> <p>To manage your participation in the Scheme, including:</p> <ul style="list-style-type: none"> ● to administer and run the scheme; ● to assess a participant's eligibility for the Scheme; ● to process applications 	<p>Article 6(1)(e) (Public Task): Processing is necessary for the performance of a task carried out in the public interest or in the official authority vested in DESNZ</p> <p>The public task is provided through the Social Housing Decarbonisation Scheme, as well as for fraud-prevention, research, and statistical purposes essential for ensuring effective public spending.</p>
<ul style="list-style-type: none"> ● Contact Data, e.g.: <ul style="list-style-type: none"> ○ First name ○ Middle name ○ Surname ○ Your Business email address 	All applicants	<p>Evaluation</p> <ol style="list-style-type: none"> 1. For a DESNZ-appointed external research contractor to carry out an evaluation of the Scheme to understand its impacts and effectiveness, and support future delivery of the Scheme. 2. Where this evaluation research involves processing of personal data in addition to that already collected for delivery of the Scheme competition, you will be given the opportunity to opt-in to that research at the point of contact. Opting in will mean that our evaluation contractor may call, email or write to you to invite you to take part in 	<ol style="list-style-type: none"> 1. Article 6(1)(e) (Public Task): Processing is necessary for the performance of a task carried out in the public interest or in the official authority vested in DESNZ <p>The public task is provided through the Social Housing Decarbonisation Scheme in order to evaluate the effectiveness of the Scheme and to support future delivery of the Scheme.</p>



		a survey or interview, as well as provide you with more information about what the research will involve.	2. Article 6(1)(a) (Consent): the data subject has given consent to the processing of his or her personal data for the purpose of evaluation research
<ul style="list-style-type: none"> • Contact Data, e.g.: <ul style="list-style-type: none"> ○ First name ○ Middle name ○ Surname ○ Your Business email address 	All applicants	<p>Legal Obligations</p> <p>For the purposes of complying with legal obligations DESNZ is subject to.</p>	Article 6(1)(c) (Legal Obligation): Processing is necessary for compliance with a legal obligation to which DESNZ (as the Data Controller) is subject to.
<ul style="list-style-type: none"> • IP address 	All applicants	<p>Non-essential cookies</p> <p>To monitor web traffic via web analytics, to personalise your experience of using our website or platform, to track the effectiveness of our digital marketing activities and enable third-party 'plug-ins' like social media sharing and 'like' buttons.</p>	<p>Article 6(1)(a) (Consent): We will ask for your consent to process this Personal Data.</p> <p>Further detail can be found in our cookie notice.</p>

4. How we protect your data and keep it secure

4.1 Under UK GDPR, we have an obligation to keep your data secure by taking appropriate technical and organisational measures to protect it against unauthorised or unlawful processing, loss, destruction or damage.

4.2 Your personal data will be stored securely by the Data Processor on their IT (Information Technology) infrastructure. Your personal data will be retained within our IT infrastructure



located in the United Kingdom. However, as Personal Data which is stored on our IT infrastructure is shared with our data processors Microsoft, Amazon Web Services and Salesforce, it may be transferred and stored securely in the EEA. Any transfer to the EEA will be made on the basis of an adequacy decision by the UK Government under Article 45 of the UK GDPR.

- 4.3 We have extensive controls in place to keep your data secure. For example, when sharing information between DESNZ and the Competition Support Partner, your Personal Data is encrypted and only accessible to authorised individuals.
- 4.4 DESNZ and Delivery Agent employees are required to follow all applicable laws and regulations, including in relation to data protection laws, and are subject to employee policies which contain provisions on data protection. Unauthorised use or disclosure of Personal Data is prohibited and may result in disciplinary measures.
- 4.5 We ensure that any third parties we sub-contract securely store all Personal Data they process on our behalf securely. Where we contract for the provision of third party support for any part of our business operations or functions that involve the processing of your Personal Data, we implement contractual clauses to ensure the Personal Data is processed in accordance with UK data protection requirements.

5. Recipients

5.1 We will share your Personal Data with:

5.1.1 Any other Government department(s) involved in the Scheme and their delivery partners and delivery agents.

5.1.2 Delivery Partner,

5.2 . 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.

6. Retention

6.1 Your Personal Data will be stored for the duration of the Scheme. Your Personal Data will be stored securely by the Data Controller for a maximum of 2 years following the close of the Scheme, for the purposes of monitoring and evaluation and prevention of fraud. After this date, all Personal Data processed by us under the Scheme will be securely deleted.



- 6.2 Once the Scheme has completed, the Data Processor will hold your Personal Data for the duration required for them to meet their legal and contractual obligations. After this date, all Personal Data processed by the Data Processor under the Scheme will be securely deleted.
- 6.3 All recipients of Personal Data outlined above in Section 5 of this privacy notice will retain your Personal Data until the expiry of the contracts we have in place with them in relation to the Scheme. After this date, all Personal Data will be securely deleted.

7. Your rights

- 7.1 Data protection provides rights to data subjects; these rights are listed below, and you can exercise them by contacting us using the details in Section 11 below.
- 7.2 You have the right to:
- 7.2.1 Request information about how your personal data are processed, and to request a copy of that personal data
 - 7.2.2 Request that any inaccuracies in your personal data are rectified without delay
 - 7.2.3 Request that any incomplete personal data are completed, including by means of a supplementary statement
 - 7.2.4 Request that your personal data are erased if there is no longer a justification for them to be processed
 - 7.2.5 In certain circumstances (for example, where accuracy is contested) request that the processing of your personal data is restricted
 - 7.2.6 Object to the processing of your personal data where it is processed for direct marketing purposes
 - 7.2.7 Object to the processing of your personal data
 - 7.2.8 Withdraw consent to the processing of your personal data at any time, where processing is based on your consent. Please contact dataprotection@energysecurity.gov.uk for any queries
 - 7.2.9 Request a copy of any personal data you have provided, and for this to be provided in a structured, commonly used, and machine-readable format

For more information about your data rights, please see the Information Commissioner's website at ico.org.uk/your-data-matters.

8. Where do we process your Personal Data?

8.1 We aim to process your Personal Data, to the extent possible, in the UK.

8.2 We will take all steps necessary to ensure that your data is processed and stored in a secure environment, in accordance with our legal obligations.

8.3 Your personal data will be retained within our IT infrastructure located in the United Kingdom. However, as Personal Data which is stored on our IT infrastructure is shared with our data processors Microsoft, Amazon Web Services and Salesforce, your data may be transferred and stored securely outside the UK and European Economic Area (EEA). Where this is the case, it will be subject to the equivalent legal protection through use of Model Contract Clauses.

8.4 If your personal data is transferred and there is no adequacy decision/assurance in force in respect of the transfer,, it will be protected and transferred in a manner equivalent to that provided by the UK GDPR using the International Data Transfer Agreement (IDTA) and International Data Transfer Addendum to the new European Commission SCCs (Addendum) and additional supplementary measures if required. Copies of the appropriate documentation in place to support cross-border data transfers under the Scheme can be obtained by contacting dataprotection@energysecurity.gov.uk

9. Our contact details

9.1 If you have any questions or comments regarding how we handle your Personal Data, you can contact the DESNZ Data Protection Officer at:

DESNZ Data Protection Officer

Department for Energy Security & Net Zero

3-8 Whitehall Place

London

SW1A 2EG

Email: dataprotection@energysecurity.gov.uk

10. Complaints

10.1 If you consider that your Personal Data has been misused or mishandled, you may 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
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Email: casework@ico.org.uk

ICO website: <https://ico.org.uk/global/contact-us/>

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