



Department for Energy Security & Net Zero

Privacy Notice

Public Sector Low Carbon Skills Fund (LCSF)

This notice sets out how we, the Department for Energy Security & Net Zero, will use your personal data as part of the Public Sector Low Carbon Skills Fund (LCSF), and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (UK GDPR).

YOUR DATA

The data

The Department for Energy Security & Net Zero ('the Department') will collect the following personal data via our delivery partner, Salix Finance Ltd (Salix), for the LCSF:

- Names and contact details (i.e., email addresses, phone numbers) of employees proposed to be involved in delivery of the LCSF project.
- Names and contact details (i.e., email addresses, phone numbers) of the contractors and/or consultants used in delivery of the LCSF project.
- Address and details of properties receiving LCSF funding.

Purpose

The purpose(s) for which we are processing your personal data is:

- To assess eligibility for funding under the LCSF.
- To monitor the progress of the LCSF.
- To manage performance of the LCSF.
- Evaluation and development of scheme policies, e.g., the application process, assessment process, etc.
- To evaluate or research the effectiveness of the LCSF as a whole.

Legal basis of processing

Consent: Article 6 (1) (a) – UK GDPR

In respect of personal data collected for the purpose of evaluating or researching the effectiveness of the LCSF as a whole, you were asked for consent for your data to be shared with us and our third-party research contractor, via our delivery partner, Salix. As a LCSF Grant Applicant, this was requested by Salix as part of the LCSF Application Form Declaration. Contractors or installers engaged in the delivery of a LCSF project may also be asked to provide consent for their data to be shared; this is obtained via the Consent to Contact Form. The legal basis for this processing insofar as it relates to evaluation of the LCSF is consent.

Public Task: Article 6 (1) (e) – UK GDPR

The legal basis for this processing of your personal data is that; a) it is necessary for the performance of a task (see purpose above) carried out in the public interest, where processing

is necessary for the Department's responsibility to monitor and evaluate the effectiveness of policies, in relation to its fiduciary duty to ensure public money is used responsibly, and the Department's functions in relation to carbon reductions under the Climate Change Act 2008; or b) it is necessary as part of 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.

Under the same legal basis, public task, your data may be shared with other government departments and public bodies where considered appropriate by the Department. This will allow these bodies to provide further support delivering projects and co-ordinating decarbonisation work across the areas of the public sector for which they have responsibility.

Recipients

Your personal data will be collected by Salix and shared with the Department. Your data may be shared with other government departments and public bodies as outlined in the 'Legal basis of processing: public task' section above.

Where consent has been provided, your personal data will also be shared by us with third party research and evaluation contractors, where they are contracted by us to provide specific services in order to facilitate delivery of our 'Purpose' above. This is set out in the 'Legal basis of processing: consent' section above. We require our third-party contractors to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party contractors to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors Microsoft and Amazon Web Services.

Retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal or reporting requirements.

Personal data will continue to be processed for up to 5 years after activities associated with the applicable phase of the LCSF has closed or concluded, including evaluation activities. Anonymised data (from which all personal data has been securely removed) will be kept by BEIS indefinitely.

Where personal data has not been obtained from the data subject

Your personal data was provided to us by Salix. The Salix Privacy Notice is available [here](#). Data relating to LCSF Grant Applicants was collected via Salix' website and the LCSF application process. Personal data relating to contractors and consultants was collected via the Consent to Contact Form.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to withdraw consent to the processing of your personal data at any time. You can do this by contacting: phase4LCSFgrants@salixfinance.co.uk

You have the right to object to the processing of your personal data.

INTERNATIONAL TRANSFERS

Your personal data will be processed in the UK. Your personal data will not be processed in the European Economic Area (EEA) or by an international organisation.

As your personal data is stored on our IT infrastructure and shared with our data processors Microsoft and Amazon Web Services, it may be transferred and stored securely outside the UK and European Economic Area (EEA). Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an UK independent regulator. The Information Commissioner can be contacted at:

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

0303 123 1113

casework@ico.org.uk

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

CONTACT DETAILS

The data controller for your personal data is the Department for Energy Security & Net Zero. You can contact the Department's Data Protection Officer at:

Department for Energy Security & Net Zero

DESNZ Data Protection Officer
Department for Energy Security and Net Zero
3-8 Whitehall Place

London
SW1A 2EG

Email: dataprotection@energysecurity.gov.uk