

Privacy Notice

Digarbon - Decarbonisation Fund for Tertiary Education in Wales

This notice sets out how we, the Welsh Government, will use your personal data as part of Digarbon, 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 Welsh Government will collect the following personal data via our delivery partner, Salix Finance Ltd (Salix), for Digarbon:

- Names and contact details (i.e., email addresses, phone numbers) of employees proposed to be involved in delivery of Digarbon.
- Names and contact details (i.e., email addresses, phone numbers) of the contractors and/or consultants used in delivery of Digarbon.
- Address and details of properties (i.e. business address, post code, Unique Property Reference Number) receiving Digarbon funding.

Purpose

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

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

Lawful basis of processing

The lawful 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 Welsh Government'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 Welsh Government's functions in relation to carbon reductions under the Climate Change Act 2008.

Under the same lawful basis, your data may be shared with other government departments and public bodies which have an interest in the data. This will allow these bodies to provide further support to grant recipients in delivering their projects and to co-ordinate 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 Welsh Government. Your data may be shared with other government departments, public bodies and organisations where considered appropriate by the Welsh Government. 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.

Your personal data will also be shared by us with third party contractors or selected researchers, and/or evaluators, where they are contracted and/or funded by us to provide specific services in order to facilitate delivery of our 'Purpose' 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 Digarbon has closed or concluded, including evaluation activities. Anonymised data (from which all personal data has been securely removed) will be kept by the Welsh Government 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 Digarbon applicants was collected via Salix' website and the Digarbon application process. Personal data relating to contractors and consultants was collected via the application portal.

INTERNATIONAL TRANSFERS

Your personal data may be transferred, stored and processed in the European Economic Area (EAA) as Salix store data in Germany and the Czech Republic and some data is processed in the European Union (EU) via their sub-processor. Where this is the case, it will be subject to equivalent legal protection through the EU-UK Adequacy Agreement.

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 your personal data are erased if there is no longer a justification for them to be processed.
- You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.
- 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 such as for direct marketing purposes.

To exercise your rights please contact the Data Protection Officer using the contact details below.

CONTACT DETAILS

The data controller for your personal data is the Welsh Government. You can contact Welsh Government's Data Protection Officer at:

Welsh Government
Cathays Park
CARDIFF
CF10 3NQ

Email Address: DataProtectionOfficer@wales.gsi.gov.uk

If you are unhappy with the way we have handled your personal data, please write to the department's Data Protection Officer in the first instance using the contact details above.

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

Telephone: 0303 123 1113

<https://ico.org.uk/make-a-complaint/>

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