



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 or its policy objectives as a whole.

Legal basis of processing

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.

Recipients

Your personal data will be collected by Salix and shared with the Department. Your data may be shared with other government departments, public bodies and organisations 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.

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 LCSF has closed or concluded, including evaluation activities. Anonymised data (from which all personal data has been securely removed) will be kept by the Department 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 Contact Form.

INTERNATIONAL TRANSFERS

Your personal data will be processed in the UK.

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 object to the processing of your personal data.

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 Department for Energy Security & Net Zero. You can contact the Department's 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

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.

Updates to this notice

If this privacy notice changes in any way, we will place an updated version on this page. Regularly reviewing this page ensures you are always aware of what information we collect,

how we use it, and under what circumstances we will share it with other parties. The 'last updated' date at the bottom of this page will also change.

If these changes affect how your personal data is processed, we will take reasonable steps to let you know.

Last updated: 07 March 2024