

SHDF Wave 1: Local Authority Privacy Notice

This notice sets out how Three Rivers District Council and its delivery partners (Watford Borough Council, Thrive Homes, Watford Community Housing, and OVO Energy) use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (**UK GDPR**).

This notice relates to data collected under Wave 1 of the Social Housing Decarbonisation Fund scheme (**SHDF**) operated by Three Rivers District Council and its procured managing agent (OVO Energy) and run by BEIS. For further information on how BEIS uses your personal data, please see BEIS' SHDF Privacy Notice (Available [here](#)).

What personal data do we hold?

In order to deliver energy efficiency improvements, it is necessary for us to collect and hold some personal information.

If you are a **tenant**, we will process the following personal data:

- Basic personal information such as your name, address, telephone number and email address for arranging works
- Address and details of property offered, but not receiving, SHDF installation(s)
- Details about the works installed at the property, including size, type and cost
- Scheme eligibility information such as your status as a social housing tenant
- Expected energy, carbon and cost savings expected from the works including pre- and post-installation property EPC details where appropriate
- Your name and preferred means of contact if you'd like to take part in BEIS' scheme evaluation (optional)

If you are an **installer**, we will process the following personal data:

- Your name and preferred means of contact for arranging the works
- Relevant accreditation and registration information
- Business contact address
- Business email address
- Business phone number
- Details of SHDF installations you delivered (including location)
- Costings for the delivery of measures under the SHDF project including capital, admin, and ancillary costs.
- Whether directly contracted or sub-contracted by an RP to install SHDF Wave 1 installations
- The number of employees in your organisation
- Your name and preferred means of contact if you'd like to take part in BEIS' scheme evaluation (optional)

If you are a **delivery partner** in a project, we will process the following personal data:

- Your name, role, and professional contact details
- Details of third party (landlord) contributions to the cost of installations under the SHDF project

How will we use the Information we hold about you?

We collect information about you (where applicable):

- To support the delivery and administration of the SHDF Wave 1 energy efficiency scheme. This may require linking of your data to other datasets held by BEIS and other government departments
- For auditing, research and statistical purposes
- For fraud and funding duplication prevention purposes
- With your consent, to invite you to take part in BEIS' scheme evaluation
- To collect feedback from you on your experience of the scheme. You do not have to provide this feedback and you will be able to opt-in to this feedback being publicised for marketing.

What is the legal basis for us to process your data?

We process your information as above because it is necessary for compliance with legal obligations under the powers of the Housing Act 1985 and the Localism Act 2011 to which we are subject. Some processing will be necessary to perform tasks carried out in the public interest or in the exercise of official authority vested in us.

BEIS process data necessary for the performance of tasks in the public interest to deliver SHDF. The data will support a detailed evaluation of the overall scheme, including the types of properties, households and measures delivered through the SHDF, in order to ensure use of public funds has delivered value for money, and realised intended benefits, including to inform policy making in the fields of energy efficiency, fuel poverty, and health. It will also support BEIS' functions relating to carbon reductions under the Climate Change Act 2008. Your data may also be used for statistical, research and fraud prevention purposes.

BEIS will be conducting an evaluation of the Scheme. This may include you being contacted to take part in further research. Use of your personal data to contact you to take part in further evaluation research will be subject to your consent. BEIS will only process your personal data for this purpose with your opt-in consent, and a consent form will be provided to you. Note that you can withdraw consent at any time, and it will not impact the delivery of any works.

Who will we share your information with?

We may share your information with partner organisations, including:

- The Department for Business, Energy and Industrial Strategy (BEIS), its delivery partners and contractors, and their data processors Microsoft and Amazon Web Services
- The appointed managing agent for the scheme
- The relevant social housing provider you are a tenant of (either Thrive Homes or Watford Community Housing)

We will not normally share your information with organisations other than our partner organisations without your consent, however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How long do we keep your records?

Your personal data will be retained by BEIS for a maximum period of 25 years following the close of the Scheme for the purposes of the prevention, investigation, detection or prosecution of criminal offences including fraud. The Council will only retain anonymised address-level financial data relevant to the scheme for 7 years after the scheme ends for auditing purposes.

Your rights

You have a number of rights under UK GDPR, including the right to request your information and the right to request your information be erased or amended if incorrect.

To **request your records, request changes** to your records, or to **object** to the processing of your data, you will need to put your request in writing and provide a proof of identification to Three Rivers District Council's Data Protection Officer.

You have the right to **withdraw consent** for the processing of your personal data, where processing is based on consent, such as the BEIS research and evaluation. To withdraw consent, you can choose to contact Three Rivers District Council's Data Protection Officer.

You may also contact BEIS' Data Protection Officer at the Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London, SW1H 0ET, or via email, dataprotection@beis.gov.uk.

You also have a right to **make a complaint** about our handling of your personal data to the Information Commissioner's Office (ICO), an independent regulator. You can contact the ICO at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, or via email, casework@ico.org.uk. Any complaint to the ICO is without prejudice to your right to seek redress through the courts.

Further information

If you have any questions or concerns about how your information will be used, please contact the Data Protection Officer at Three Rivers District Council at Three Rivers House, Northway, Rickmansworth, Herts WD3 1RL, or via email: data.protection@threerivers.gov.uk