

## SHDF Wave 2.1: Local Authority Privacy Notice

This notice sets out how Three Rivers District Council and its delivery partners (Thrive Homes, and the appointed Managing Agent) 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 2.1 of the Social Housing Decarbonisation Fund scheme (**SHDF**) operated by Three Rivers District Council and its procured managing agent 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:

For **households**, 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, and for privately owned "in-fill" homes, household income and any other scheme eligibility information
- Expected energy, carbon and cost savings expected from the works including pre- and post-installation property EPC details where appropriate

For **installers**, 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

For **delivery partners (e.g. a Registered Provider of Social Housing)**, we will process the following personal data:

- Names and business contact details (address, email, and phone number) of registered providers' employees and delivery partners involved in preparing and submitting an application for SHDF funding, and details of employees and delivery partners involved in the implementation of the SHDF project.
- 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 2.1 energy efficiency scheme. This may require linking of your data to other datasets held by BEIS and other government departments
- For statistical, research and fraud prevention purposes, which may include prevention, detection, and prosecution of fraud.

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

We process your information (as above) on the basis of **public task** because the processing is necessary to deliver the SHDF project.

BEIS process your information (as above) on the basis of **public task** because the processing is necessary to deliver the SHDF scheme, as well as for fraud-prevention, research, and statistical purposes essential for ensuring effective public spending.

## Who will we share your information with?

We will share your information with partner organisations, including:

- The Department for Business, Energy and Industrial Strategy (BEIS)
- SHDF delivery and research partners
- BEIS contractors and other government departments
- The appointed managing agent for the scheme
- The participating social housing provider you are a tenant of (i.e. Thrive Homes)

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.

Personal data collected by TRDC will be securely stored on our IT (Information Technology) infrastructure.

Personal data collected by BEIS will be securely stored on their IT (Information Technology) infrastructure and will therefore also be shared with their data processors Microsoft and Amazon Web Services.

## How long do we keep your records?

Your personal data will be stored securely by BEIS for a maximum period of 7 years following the close of the Scheme, for the purposes of the prevention, investigation, detection, or prosecution of criminal offences including fraud. BEIS may choose to store anonymised data beyond this period.

## Your rights

You have a number of rights under UK GDPR, including the right to:

- request information about how your personal data are processed, and to request a copy of that personal data
- request that any inaccuracies in your personal data are rectified without delay
- request that any incomplete personal data are completed, including by means of a supplementary statement

- request that your personal data are erased if there is no longer a justification for them to be processed
- in certain circumstances (for example, where accuracy is contested) request that the processing of your personal data is restricted
- object to the processing of your personal data where it is processed for direct marketing purposes
- object to the processing of your personal data
- withdraw consent to the processing of your personal data at any time, where processing is based on your consent
- 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

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. 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](mailto:dataprotection@beis.gov.uk)

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:

- Email: [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk)
- Website: <https://ico.org.uk/make-a-complaint/>
- Telephone: 0303 123 1113

Any complaint to the Information Commissioner 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](mailto:data.protection@threerivers.gov.uk)