

Warmer Worcestershire Programme Privacy Notice

Contact information e.g. telephone numbers / email address Employment details Personal Reference Numbers e.g. National Insurance Financial details bank account details

The legal bases for processing this personal information are:

Contract for the supply of services

Compliance with a legal obligation

Tasks carried out in the public interest or in the exercise of official authority

## Who we may share your information with

The information you provide will be held by Worcestershire County Council and Act on Energy and installers relevant to the completion of energy efficiency installs at your property.

Summary reports will be provided to:

Bromsgrove District Council Malvern Hills District Council Redditch Borough Council Worcester City Council Wyre Forest District Council Wychavon District Council

Act on Energy will notify you of a contractor who will be able to complete a technical survey for the installation of any energy efficiency measures prior to your contact details being shared.

Names and addresses will be shared with the relevant warranty provider for any installed energy efficiency measures to complete the application for the warranty documents.

If you are accessing Energy Company Obligation (ECO) funding the contractor will notify you of the Utility company that will have access to your details and the final reporting to the regulator Ofgem.

At no time will your information be passed to organisations external to Worcestershire County Council for marketing or sales purposes or for any commercial use without your prior express consent.

Information will only ever be shared when it is strictly necessary to help us provide effective services and you may have the right to refuse. We will not pass it onto any other parties unless required to do so by law or in all reasonable circumstances the disclosure is fair and warranted for the purposes of processing or subject to a data protection exemption.

We have specific data sharing agreements in place with local agencies and sometimes the law requires that we may have to pass your details on to a third party, for exarcum10(a)r@TBT1 08y Tm

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## How long we will hold your information

We hold your data for 6 years from the end of the project.

More information about our retention periods can be found in our <u>summary Disposal Schedule</u>.

Please note stated retention periods may be subject to any legal holds imposed under the Inquiries Act 2005 that may concern the information and override standard retention periods.

## Your information rights

You are entitled to a copy, or a description, of the personal data we hold that relates to you, subject to lawful restrictions. Please go to our <u>Make a Data Protection Request webpage</u> to find out how to make a request.

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