

Privacy Notice – Social Housing Decarbonisation Fund

Who we are

London Borough of Newham is registered with the Information Commissioner's Office (ICO) as a 'Data Controller'. This privacy notice applies to you ('the service user') and the London Borough of Newham ('the Council'). The Council takes the privacy of your information very seriously.

Why we collect your data

The purpose of Social Housing Decarbonisation Fund (SHDF), provided by Department for Business, Energy & Industrial Strategy (BEIS), also known as Department for Energy, Security and Net Zero (DESNZ), is to improve the energy performance of social housing stock. We must use the grant on Funded Activities to raise the energy performance of low Energy Performance Certificate (EPC) rated properties, particularly those properties with the worst energy performance. The aim is to improve the energy performance of homes to EPC Band C, to take homes out of fuel poverty and deliver progress towards the UK's commitment to Net Zero by 2050.

Your data will be used to support:

- a. The administration and management of SHDF – Wave 2.1;
- b. An assessment of whether SHDF – Wave 2.1 has achieved its objectives;
- c. BEIS to effectively publish statistical reports relating to SHDF – Wave 2.1;
- d. An evaluation of SHDF – Wave 2.1 and any associated home energy or carbon reduction policies, where applicable;
- e. Effective management of fraud and non-compliance under SHDF – Wave 2.1 - This may be done through comparison of SHDF – Wave 2.1 data to other databases including, but not limited to, Companies House, TrustMark, previous measure checkers, and/or related operational databases.

In some circumstances, upon completion of the project, we may ask for volunteers to share data for a case study on their experience of retrofit. This will only be done with your consent.

What data we collect

We will collect your name, address contact number and email address.

If you volunteer to share data for a case study we will collect your name, address and quotes from your experience.

Property level data will include property address, time-series data relating to energy or low carbon technologies and their performance and heating and/or heat loss test performed on the property.

The lawful basis for processing your data

The lawful basis we use to process your data as set out in UK data protection legislation is:

Public Task: the processing is necessary for us to perform a task in the public interest or for our official functions.

Consent: you have given us your clear consent for us to process your data for the purposes of a case study of your experience. You can withdraw your consent at any time.

Who we will share your data with

We will share your contact data with HMC Consultants Ltd, who will contact you so that they can carry out a specific retrofit and risk assessment on our behalf so that we know what work needs to be carried out in your home.

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We will also share your data with the Department of Business and Energy Industrial Services (BEIS) who have appointed Salix Finance Ltd as a Delivery Agent, for the purposes of reporting our project progress and for fraud detection. This is to make sure that our grant is spent on Funded Activities and the property has not already benefitted from other government schemes such as ECO or the Home Upgrade Grant. They have appointed the University of East London for research and evaluation.

Property level SMETER, HTC, time-series data will be passed to TrustMark. No Smart Meter personal consumption data will be shared.

How long we will keep your data

We will keep your data safe and secure for a period of 7 year(s) in line with our retention Schedule. Where you have volunteered to be part of a case study your data will be held for a period of 7 years. After this time, it will be securely destroyed.

How do we protect your data

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of information. Staff access to information is provided on a need-to-know basis and we have access controls in place to help with this.

Know your rights

We process your data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Find out about your individual rights at [Your rights – Processing personal data privacy notice – Newham Council](#) or at <https://ico.org.uk/your-data-matters/> If you have any queries or concerns relating to data protection matters, please email: GDPR-dataprotection@onesource.co.uk