# Privacy notice for the climate change work within Environmental Strategy Unit

## What personal data do we collect?

Chichester District Council (CDC) manages personal data in accordance with the General Data Protection Regulation (GDPR) 2016 and is a public authority as defined within the GDPR.

CDC is the data controller and data processor for:

1. Environmental contacts
2. Participants in Carbon Literacy Trust courses
3. Climate Action Network participants
4. Residents wanting to decarbonise their homes through improved energy efficiency and use of renewable energy

As the data controller and the data processor CDC is committed to doing the right thing when it comes to how we collect, use and protect your personal data.

The personal data we collect are:

1. **Environmental contacts:** your name, email address, phone numbers, and community group affiliations.

2. **Participants in Carbon Literacy Trust courses**: your name, organisation (where applicable), job title (where applicable), email address, postcode (required to receive Carbon Literacy certificate). Optional provision of gender, age, work status, ethnicity, disability.

3. **Climate Action Network participants:** your name, email address, phone numbers, community group affiliations, postcode, gender, age, work status, ethnicity, disability.

**4. Housing decarbonisation assistance:** Name, address, email address, phone numbers. Also, information on housing tenure (i.e. owner-occupier/tenant), health and disability issues, household income and income sources e.g. means-tested benefits that may make you eligible for housing decarbonisation grants and financial assistance. Information on specific assistance that may be needed in completing grant applications. Provision of information on gender, age, work status, ethnicity, disability to assist with diversity monitoring.

We will protect your privacy and any personal data that you provide in relation to the work we undertake and your contact with us will be stored securely and used only for the correct purposes.

## Why we need your information and how we use it

Environmental contacts

To enable council officers to be able to disseminate information on climate change and sustainability and to plan joint projects with community groups.

### Participants in Carbon Literacy Trust courses

The Council delivers Carbon Literacy Trust (CLT) training. It uses prospective participants’ contact information to organise the course and CLT uses name, organisation (where applicable), job title (where applicable), email address, postcode to issue a Carbon Literacy certificate. The other information is optionally provided by participants to assist CLT with diversity monitoring. This information is provided on the pledge form that participants submit at the end of the course outlining the climate-related actions they intend to take.

## Climate Action Network participants

To enable the Environmental Strategy Unit officers to be able to disseminate information on climate action and to support the growth of a network of climate action groups within the district. The data that is optionally provided would be used for inclusivity monitoring purposes to identify gaps in the climate engagement undertaken e.g. gaps in geographical coverage or a particular sector of district residents.

### Housing Decarbonisation Assistance

To enable Environmental Strategy Unit officers to assist you in benefitting from grants for which you might be eligible and/or in provision of information that will assist you in decarbonising your home through home energy efficiency measures and renewable energy installation. The diversity monitoring information will be used to identify and then address gaps in provision of the service. This information may be used in an anonymised form to apply for grants to improve our service by addressing identified gaps (i.e. inclusivity).

## Legal basis

We rely on GDPR Article 6 (1) (a) “the data subject has given consent to the processing of his or her personal data for one or more specific purposes.”

## Who your information may be shared with

### Environmental contacts

Only officers working on climate change and their line managers will have access to the data.

### Participants in Carbon Literacy Trust courses

As a course participant, you complete a pledge form giving greenhouse gas emission reduction actions that you are promising to take along with some personal data. You are advised this will be sent to the Carbon Literacy Trust for consideration of Carbon Literacy certification. We also request your consent to contact you within 12 months of being trained to ask how your carbon reduction steps are going.

### Climate Action Network participants

Providing consent has been given, name, email address and phone number (if provided) will be shared with:

* Voluntary Action Arun and Chichester which the council has engaged to provide CAN participants with training on setting up and running a community group
* Existing climate action group/s local to you, so you may be contacted to consider joining.

### Housing Decarbonisation Assistance

With the Council’s Supporting You team and, if consent has been given, with the council's home energy advisors, Arun and Chichester Citizens Advice.

## How we protect your information

### Environmental contacts

Contacts are stored in a computer file that is only accessible by named officers working on climate change and their line managers.

### Participants in Carbon Literacy Trust courses

Contacts are stored in a computer file that is only accessible by named officers working on climate change and their line managers.

### Climate Action Network participants

Contacts are stored in a computer file that is only accessible by named officers working on climate change and their line managers.

### Housing Decarbonisation Assistance

Contacts are stored in a computer file that is only accessible by named officers working on climate change and their line managers.

### Your right of access

You have the right to obtain from the data controller confirmation as to whether or not personal data concerning you is being processed and other information such as why and how it is being processed. Where this is the case, you have a right to access the data we hold and can contact using the contact details in the 'How to contact us' section.

## How long we keep your information

Environmental contacts

For two years. Then a renewal of consent will be sought. If no response is received within four weeks of consent renewal request, data will be deleted. You can email [climatechange@chichester.gov.uk](mailto:climatechange@chichester.gov.uk) at any time to have your information deleted.

Participants in Carbon Literacy Trust courses

We will keep pledge data for 12 months to allow us to re-transmit data to Carbon Literacy Trust in case the first transmission failed and to enable Environmental Strategy Unit officers to follow-up with you for monitoring purposes. Thereafter pledge data will be destroyed.

Climate Action Network participants

For two years. Then a renewal of consent will be sought. If no response is received within four weeks of consent renewal request, data will be deleted.

### Housing Decarbonisation Assistance

Data retained for 4 years to allow CDC staff to contact you if new assistance becomes available. A current home decarbonisation grant scheme is scheduled to run for 3 years. Retaining data for 4 years will enable officers to re-engage with households in the event of new/updated schemes becoming available.

How you can contact us

If you would like to discuss anything in this privacy notice, please contact the climate change team within the Environmental Strategy unit, either by email at [climatechange@chichester.gov.uk](mailto:climatechange@chichester.gov.uk) or by phone 01243 521175 or 01243 534767.

## Your rights

You have certain rights under UK data protection legislation, including:

* The right to be informed
* The right of access
* The right to rectification
* The right to erasure
* The right to restrict processing
* The right to data portability
* The right to object
* Rights in relation to automated decision making and profiling.

If you have a concern about the way we are collecting or using your personal data, we request that you raise this with us in the first instance. Alternatively, you can contact the [Information Commissioner's Office(opens in a new window)](https://ico.org.uk/make-a-complaint/).