# Privacy notice for Residents Engaged in Home Decarbonisation associated with the 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 both the data controller and processor in the current context.

Whether CDC is the data controller or the data processor, we are 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:**

* your name,
* address,
* email address,
* phone numbers,
* 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,
* information on gender, age, work status, ethnicity, and 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

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

With the Council’s Supporting You team.

## How we protect your information

Your data 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 us using the contact details in the 'How to contact us' section.

## How long we keep your information

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. After a 4-year period your data will be deleted.

## 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 on 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/).