



Department for
Business, Energy
& Industrial Strategy

Privacy Notice

Public Sector Decarbonisation Scheme (PSDS)

This notice sets out how we, the Department for Business, Energy & Industrial Strategy, will use your personal data as part of the Public Sector Decarbonisation Scheme (PSDS), and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (UK GDPR).

YOUR DATA

The data

The Department for Business, Energy & Industrial Strategy (BEIS) will collect the following personal data via our delivery partner, Salix Finance Ltd (Salix), for the PSDS:

- Name and contact details (ie. email addresses, phone numbers) of employees. proposed to be involved in delivery of the PSDS project.
- Name and contact details (ie. email addresses, phone numbers) of the suppliers, contractors and/or installers used for PSDS funded installations.
- Business address of the contractors used, for PSDS funded installations.

Purpose

The purpose(s) for which we are processing your personal data is:

- To assess eligibility for funding under the PSDS.
- To monitor the progress of the PSDS.
- To manage performance of the PSDS.
- Evaluation and development of scheme policies eg. the application process, assessment process etc.
- To evaluate or research the effectiveness of the PSDS as a whole.

Legal basis of processing

Your data will be shared with BEIS via our delivery partner, Salix. The legal basis for this processing of your personal data is that it is necessary for the performance of a task carried out in the public interest, where processing is necessary for BEIS' responsibility to monitor and evaluate the effectiveness of policies, in relation to its fiduciary duty to ensure public money is used responsibly and BEIS' functions in relation to carbon reductions under the Climate Change Act 2008.

Under the same legal basis, your data may be shared with other government departments and public bodies which have a legitimate interest in the data. This will allow these bodies to provide further support to grant recipients in delivering their projects and to co-ordinate decarbonisation work across the areas of the public sector for which they have responsibility.

Separately, consent was sought from applicants as part of the PSDS application process, to share data with a third-party research contractor for evaluation purposes. Contractors or installers engaged in the delivery of a PSDS project also provided consent for their data to be shared; this was obtained via the Consent to Contact Form. The legal basis for this processing insofar as it relates to evaluation of the PSDS is consent.

Recipients

Your data may be shared with other government departments and public bodies, as outlined in the 'Legal basis of processing' above.

Where consent has been provided, your personal data will also be shared by us with third party research and evaluation contractors, where they are contracted by us to provide specific services in order to facilitate delivery of our 'Purpose' above.

We require our third-party contractors to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party contractors to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors Microsoft and Amazon Web Services.

Retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal or reporting requirements.

Personal data will continue to be processed for up to 5 years after all activities associated with the applicable phase of the PSDS has closed or concluded – this includes the evaluation activities undertaken for the applicable phase. Anonymised data (from which all personal data has been securely removed) will be kept by BEIS indefinitely.

Where personal data has not been obtained from the data subject

Your personal data was provided to us by Salix. The Salix Privacy Notice is available [here](#). Data relating to PSDS Grant Applicants was collected via Salix's website and the PSDS application process. Personal data relating to contractors and/or installers was collected via the Consent to Contact Form.

Your Rights

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to withdraw consent to the processing of your personal data at any time.

International Transfers

Your personal data will be processed in the UK.

Your personal data will not be processed in the European Economic Area (EEA), or by an international organisation.

As your personal data is stored on our IT infrastructure and shared with our data processors Microsoft and Amazon Web Services, it may be transferred and stored securely outside the European Economic Area. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

Complaints

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:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

0303 123 1113

casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

Contact Details

The data controller for your personal data is the Department for Business, Energy & Industrial Strategy (BEIS). You can contact the BEIS Data Protection Officer at:

BEIS Data Protection Officer
Department for Business, Energy and Industrial Strategy
1 Victoria Street
London
SW1H 0ET

Email: dataprotection@beis.gov.uk

