

## **Privacy Notice Scotland's Public Sector Heat Decarbonisation Scheme ('the Scheme')**

This notice sets out how we, the Scottish Government will use your personal data as part of Scotland's Public Sector Heat Decarbonisation Scheme ('the Scheme') and your rights. It is made under Article 13 of the UK General Data Protection Regulation (UK GDPR).

### **YOUR DATA**

#### **The data**

The Scottish Government will collect the following personal data via our delivery partner, Salix Finance Ltd (Salix), for the Scheme:

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

#### **Purpose**

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

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

#### **Basis of Processing**

Your data will be shared with Scottish Government via our delivery partner, Salix.

Salix can be contacted at:

10 South Colonnade  
Canary Wharf  
London  
E14 4PU

Email: [scotlandgrants@salixfinance.co.uk](mailto:scotlandgrants@salixfinance.co.uk)

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 Scottish Government's responsibility to monitor and evaluate the effectiveness of policies, in relation to its fiduciary duty to ensure public money is used responsibly and the Scottish Government functions in relation to carbon reductions under the Climate Change (Scotland) Act 2009.

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 Scheme application process, to share data with a third-party research contractor for evaluation purposes. Contractors or installers engaged in the delivery of a Scheme 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 Scheme 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.

## **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 Scheme 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 Scottish Government indefinitely.

## 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 withdraw consent to the processing of your personal data at any time.

## International Transfers

Your personal data may be transferred, stored and processed in the European Economic Area (EAA) as Salix store data in Germany and the Czech Republic and some data is processed in the European Union (EU) via their sub-processor. Where this is the case, it will be subject to equivalent legal protection through the EU-UK Adequacy Agreement.

## Complaints

If you consider that your personal data has been misused or mishandled, you have the right to make a complaint to the Scottish Government's Data Protection Officer: [DataProtectionOfficer@gov.scot](mailto:DataProtectionOfficer@gov.scot).

Following this, you also have the right to complain to the Information Commissioner.

The Information Commissioner can be contacted at:

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

Telephone: 0303 123 1113

Website: [casework@ico.org.uk](mailto:casework@ico.org.uk)

## Contact Details

For any project related enquiries or general questions about data use, please contact:

Heat Investment Unit  
Directorate for Energy and Climate Change  
Scottish Government  
5 Atlantic Quay  
Glasgow  
G2 8LU

Email: [gpseds@gov.scot](mailto:gpseds@gov.scot)