



## Privacy Notice

### Public Sector Low Carbon Skills Fund (LCSF)

This notice sets out how we will use your personal data as part of the Public Sector Low Carbon Skills Fund, 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 and Industrial Strategy (BEIS) will collect the following personal data via our delivery partner, Salix Finance Ltd (Salix), for the LCSF:

- Names and contact details of employees proposed to be involved in delivery of the LCSF project.
- Name and contact details of the contractors and/or consultants used in delivery of the LCSF project.
- Address and details of properties receiving LSCF funding.

##### Purpose

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

- To assess eligibility for funding under the LCSF.
- To monitor the progress of the LCSF.
- To manage performance of the LCSF.
- Evaluation and development of scheme policies.

##### Legal basis of processing

You provided consent for your data to be shared with us via our delivery partner, Salix. As a LCSF Grant Applicant, this was obtained by Salix via the LCSF Application Form Declaration. As a contractor or consultant engaged in the delivery of a LCSF project this was obtained by Salix via the Consent to Contact Form.

The legal basis for processing your personal data is that processing the data is necessary for the performance of a task (see purpose above) carried out in the public interest, or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

##### Recipients

Your personal data will be collected by Salix and shared with BEIS. In order to facilitate delivery of our services in accordance with the 'Purpose' section above, we will contract third party service providers and your data will be shared with them to enable evaluation of the LCSF. We require our third-party service providers to take appropriate security measures to

protect your personal information in line with our policies. We do not allow our third-party service providers 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 activities associated with the applicable phase of the LCSF has closed or concluded, including evaluation activities. 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 LCSF Grant Applicants was collected via Salix' website and the LCSF application process. Personal data relating to contractors and consultants 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. See contact details below.

You have the right to object to the processing of your personal data.

## **INTERNATIONAL TRANSFERS**

Your personal data will be processed in the UK.

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 UK and European Economic Area (EEA). 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](mailto: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](mailto:dataprotection@beis.gov.uk)