

Privacy Notice (How we use your information)

Kirklees Homes and Neighbourhoods

Local Authority Delivery (energy efficiency)

Kirklees council has secured funding through the Local Authority Delivery scheme 'LAD' to improve the energy performance of social housing within Kirklees. The Local Authority Delivery scheme aims to raise the energy efficiency of low income and low energy performance homes with a focus on energy performance certificate (EPC) ratings of D, E, F or G. Focusing on a fabric first approach (insulation).

The categories of information that we collect, process, hold and share include:

- Name
- Home address
- Email address
- Telephone number

Why we collect and hold this information

We use this personal data in order to:

- Assess your eligibility and suitability for the LAD scheme

The lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

6(1)(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

Consent is required, to consider if the local authority delivery (LAD energy efficiency project) is appropriate for candidates and to ensure the project can be tailored to the individual's needs.

How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives

If the property generates an EPC of D and below and you meet the criteria set out by the government body 'Business, Enterprise, Industrial Strategies' (BEIS), we will keep all personal data for the period of the retention notice or for the length of your tenancy. The disposal of your information will be by means of deleting all digital records and safely disposing of any written documents via Kirklees confidential waste.

Who we may share your information with

We will share your personal information with QBot Limited the insulation contractor who will carry out the underfloor insulation. To ensure the delivery of the project we may share your personal data, if deemed necessary, lawful, and fair to do so: -

- To update on progress
- To monitor and manage progress
- To undertake risk assessments

Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Data.protection@kirklees.gov.uk if you wish to make a request.

Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: EST@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.