

## Privacy Notice (How we use your information)

### Minimum Energy Efficiency Standards (MEES) regional project

Private sector landlords have a legal responsibility to ensure the properties they let have an Energy Performance Certificate (EPC) rating of A to E (unless there is a valid exemption in place).

Local authorities have legal obligations to ensure landlords comply with this. *The day-to-day housing compliance work in relation to MEES is also covered in the privacy notice for Housing Services.*

This MEES project is a regional piece of work funded until 31<sup>st</sup> March 2022 and coordinated by York City Council on behalf of all the local authorities involved. The specific work the project covers will help share information on properties in the local area which have EPC ratings of F and G; we will then gather the property owner's details and analyse this information to create a plan of how best to prioritise and contact those landlords.

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

- Non-personal information
  - the address of the property associated with the low rated EPC (*this is publicly available data but will be collated and shared with local authorities by York City Council*)
  - the EPC rating of the property (*as above, publicly available data*)
  - for some cases this may also include collecting copies of the actual EPC certificate
- Personal information:
  - the name of the landlord and/or letting agent associated with the above addresses
  - landlord and/or letting agent personal address and other contact information (telephone number/ email address)
- This project won't collect any tenant's data relating to the above addresses.

On occasion, liaison with landlords about energy efficiency may uncover additional issues with the property covered by other legislation under which the landlord has responsibility to comply and the local authority has responsibility to ensure compliance. Where this occurs, any additional data processing in relation to those matters will be undertaken in line with the [Housing Services Privacy Notice](#) and retention schedule. This may include further landlord data and is also likely to include tenant data at that point.

## Why we collect and hold this information

We use this personal data in order to:

- Meet our legal obligations;
- Enable us to carry out specific functions for which we are responsible;
- Provide landlords with additional support to improve energy efficiency;
- Ensure homes are suitable and safe for tenants;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services;
- Provide other local authorities and/or central government departments with statistical information in relation to energy efficiency and the related legislation.

## 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)(c) We have a legal obligation.**

**6(1)(e) We need it to perform a public task.**

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015. Minimum Energy Efficiency Standard (MEES) 2018

## How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives or on a corporately procured secure storage system (M3).

The personal data in relation to this specific project will be kept until the end of the project plus 12 months in case of queries.

## Who we may share your information with

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To comply with legislation in relation to non-compliant landlords who are operating across local authority boundaries.
- To safeguard children and young people or vulnerable adults.

We may share this information with:

- Other local authorities.
- Other services within Kirklees Council.
- Other partners such as the police.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

## 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](mailto: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:  
[housing.solutions@kirklees.gov.uk](mailto:housing.solutions@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](mailto: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.