



# HILLINGDON

LONDON

## **DATA PROTECTION PRIVACY NOTICE FOR PROGRAMME & ASSET MANAGEMENT TEAM**

### **Why are we providing this Notice to you**

The Council, in its capacity of Data Controller, holds certain information about you (personal data) which it needs to process for the purpose of providing the following service, Statutory Compliance. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at: [www.hillingdon.gov.uk/privacy](http://www.hillingdon.gov.uk/privacy)

### **What personal data do we hold**

The types of data we hold and process will typically include:

Tenancy details for household including name, address, DOB, gender, contact telephone numbers, email address, key safe numbers and bank details where appropriate.

In respect of the Green Homes Grant Local Authority Delivery (GHG LAD), we hold and process details of the owners and occupants name, address, email address, telephone number, details of property receiving the Green Homes Grant Local Authority Delivery (GHG LAD) installations, details about the GHG LAD installation(s) installed at the property, including type, size and cost, contact address (if not the property receiving the GHG LAD installations), address and details of property offered but not receiving the GHG LAD installation(s), household income and any other scheme eligibility information, any financial contribution you have made towards the GHG LAD installation(s), details about the expected energy, carbon and cost savings expected to be delivered by the installation, including pre- and post-installation property EPC details where appropriate, installers name and contact details including accreditation and registration information and details of GHG LAD installations delivered.

In respect of the Social Housing Decarbonisation Fund (SHDF), we have a specific privacy notice on the Council's website which refers to the processing of personal data under this Scheme.

## **What is our purpose for processing your personal data**

The Council's partner contractors to make contact with tenants to carry out statutory safety checks, i.e., Gas and Boiler Replacements, Electric (including Portable Appliance Testing), Asbestos, Fire and Water and service and maintain Adapted Baths, Adapted Toilets, CCTV, Door Entry, Gates & Barriers, Dry Risers, Stair Lifts and Hoists, Passenger Lifts Lightening Protection, Booster and Sewage Pumps, Communal TV Aerials, Ventilation Systems, Washing Machines and Tumble Dryers and Solar PV / Air Source Heat Pumps to ensure that LBH is a compliant landlord.

The Council also collects personal data for the purposes of delivering and administering the Green Homes Grant Local Authority Delivery Scheme, run by the Department for Business, Energy and Industrial Strategy (BEIS). BEIS will be conducting an evaluation of the Scheme. This may include you being contacted to take part in further research. Where the research involves processing of personal data in addition to that already collected for delivery of the Scheme, you will be given the opportunity to opt-in to that research at the point of contact. Your data may also be used for statistical, research and fraud prevention purposes.

Delivery and administration of the Scheme may require linking of your data to other datasets held by London Borough of Hillingdon or the Department for Business, Energy and Industrial Strategy (BEIS).

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

## **What is the legal basis for our use of your personal data**

- We need it in order to perform a contract between the Council and yourself
- We need it to comply with a legal obligation
- We have obtained your freely given and specific consent and have informed you that you have the right to withdraw it at any time

## **What we do if your personal data is sensitive**

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with nonsensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data, data concerning health or data concerning a natural persons sex life or sexual orientation.

## **For how long will we hold your personal data**

We will only keep your personal data for as long as we need to in order to fulfil the purposes for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations.

Records will be retained and destroyed in line with the Council's Document Retention and Destruction Policy.

## **Organisations that we may share your personal data with**

Typically the organisations we share your personal data with are as follows:

Department for Business, Energy and Industrial Strategy (BEIS) and its contractors for delivery, administration and evaluation of the Green Homes Grant Local Authority Delivery Scheme, statistical, research and fraud prevention purposes. The lawful basis for BEIS to process your personal data is public task as the processing is necessary for the performance of a task carried out in the public interest. Your personal data will be stored securely by BEIS for a maximum period of 25 years following the close of the Scheme. BEIS may choose to store anonymised data beyond this period.

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)

Ofgem and delivery partners of central and local government home energy schemes such as the Energy Company Obligation and Renewable Heat Incentive.

Other Government departments where necessary.

## **Your rights**

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or in very limited circumstances erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline 0303 123 1113.

If you wish to exercise any of these rights, please contact Gary Penticost. You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

## **Updates**

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

## **Contacting us**

Please contact Gary Penticost for further information:

Director of Operational Assets  
4E/10  
Civic Centre  
High  
Street  
Uxbridge  
UB8 1UW

E-mail: [gpenticost@hillington.gov.uk](mailto:gpenticost@hillington.gov.uk)

Telephone: 01895 558163

## **Statutory Data Protection Officer**

You may also contact our Data Protection Officer for further information:

Data Protection Officer  
Legal Services  
Civic Centre  
High Street  
Uxbridge  
UB8 1UW

Email: [DPO@hillington.gov.uk](mailto:DPO@hillington.gov.uk)