



PRIVACY NOTICE

Housing – Energy Efficient Scotland: Area Based Schemes

Who we are

Moray Council, Council Office, High Street, Elgin, Moray, IV30 1BX, www.moray.gov.uk 01343 543451, is a Local Authority established under the Local Government etc. (Scotland) Act 1994. We are the Data Controller of the personal data being collected. Changeworks Resources for Life Limited (Changeworks) are also a Data Controller for the Energy Efficient Scotland: Area Based Schemes (EES ABS), as the Council's contractor for works undertaken under EES ABS. Information about Changeworks and Moray's EES ABS is available on their website: <https://www.changeworks.org.uk/>

Why we are collecting your personal data

Moray Council is delivering EES ABS with local delivery partners to provide energy efficiency measures to a large number of Scottish homes while delivering emission savings and helping reduce fuel poverty in Moray.

Personal data we collect from other sources

If you choose to apply for EES ABS, via an application form submitted to Changeworks, and are eligible for EES ABS, then Changeworks will provide some of your personal data to the Council. This personal data will include your name, address and any proof of Passported Benefits (for proof of eligibility).

The Council's Housing Team will use [home analytics](#) data held by the Energy Saving Trust, and data about you held by other Council Services including Taxation, Private Landlord Registration, Licensing and the Housing Services' EES ABS Register to establish your eligibility for EES ABS, and, to contact you to advise you of your potential eligibility.

Personal data you give us about other people

If you have provided, or have been asked to provide, someone else's personal data for a specific purpose, for example proof of another householder's income in support of your EES ABS application, please ensure that you have told them that you have given their personal data to us for this purpose.

Our legal basis

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand the Council's legal basis in data protection law to be Article 6(1)(e) of the United Kingdom General Data Protection Regulation (UK GDPR), because your personal data is necessary for the performance of a task carried out in the public interest by the Council. Under the Climate Change (Scotland) Act 2009 as amended by the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019, the Council is required to promote, establish, and support energy efficiency and discount schemes to meet national targets.

Who we share this personal data with

Personal data, including information about your household, your name, address, phone number and email address will be shared with Changeworks, the Council's contractor. This personal data is shared with Changeworks for project managing the installation scheme, applying for funding, coordinating quality assurance, complaint handling, monitoring and evaluation of your energy usage and reporting

purposes. We make sure that they manage your personal data appropriately through our contractual arrangements with them.

Your name, contact information, address, email address will also be shared with:

- Energy Saving Trust (Home Energy Scotland) for the purpose of providing information on the funding available and providing follow-up advice after the measure has been installed. For more information about how the Energy Saving Trust (Home Energy Scotland) manage personal data please see their Privacy Policy: <https://energysavingtrust.org.uk/privacy-policy>
- The appointed contractor (and any subcontractors) who will use your data for carrying out property surveys, installing energy efficiency measures and any additional assessment of funding.

We will share statistics with the Department for Energy Security and Net Zero, and Ofgem to support claims for utility funding via the Energy Company Obligation - Local Authority Flexible Eligibility scheme (where applicable). Statistics will also be shared with the Scottish Government (who provide funding for EES ABS) for reporting and monitoring purposes.

Your personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are accurate and up to date. It may also be shared with other relevant Council departments where applicable.

The Council may share your personal data with other relevant Council departments and third parties, where we are under a legal obligation to do so. For example, this may be with Police, Social Security Scotland, UK Border Agency, or other Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council departments and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

How long the personal data is held for

Your personal data will be securely stored by Moray Council for a pre-determined length of time. Information is only kept for the minimum amount of time necessary. We maintain a record retention schedule which sets out how long we retain different types of personal data. This is available on our website: www.moray.gov.uk/RetentionSchedules (under Section 5 of the Records Management Plan).

The Council stores information within the UK.

Your rights

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data.

As so far as the legislation permits, you also have the right to request the deletion of your data, and to object to the processing.

For more information about these rights, please see the Information Management pages on the Council's website here: www.moray.gov.uk/InformationRights. Alternatively, email the Council's Data Protection Officer at: IG@moray.gov.uk

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 Website: <https://ico.org.uk/>