

Warm Homes Local Grant Privacy Notice

Your personal information and how we use it:

Sunderland City Council needs to collect information about you to help us to assess your eligibility and to support the delivery and administration of the Warm Homes Local Grant programme (WHLG).

We will only use information collected lawfully in accordance with the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018.

What information do we collect?

We are processing your information when you apply for this grant and to support the delivery and administration of the WHLG. This will include:

- Personal information such as your name, address, telephone number and email address for arranging works.
- Details about the works installed at the property, including size, type and cost.
- Household income and any other scheme eligibility information, as set out in the eligibility factsheet above.
- Expected energy and cost savings expected from the works.

Do we share information about you with anyone?

We will share your information with our delivery partners **0800 Repair** and Groundwork North East and Cumbria. They can only process your personal data on our behalf under the terms of our contract with them. The council always remains the responsible 'controller' under the UK GDPR for your personal data.

As part of the grant conditions, we are required to share some information with the Department for Energy Security and Net Zero (DESNZ). You can view their full privacy notice here: [Warm Homes: Local Grant: privacy notice for end-users \(householders, landlords and installers\) - GOV.UK](#)

We do not share information about you with any other parties without your agreement unless the law requires or allows us to do so. We will always seek your agreement to share information if there is no legal basis to share.

In all cases where we must pass on information, we will only share the minimum amount of information required and will use the most secure method to transfer; wherever possible, data will be pseudonymised (i.e. does not identify you personally) or encrypted.

The lawful basis on which we use this information:

Article 6(1)(e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Article 9(2)(i) - processing is necessary for reasons of substantial public interest, in public health.

Article 6(1)(b) – processing is necessary for the performance of a contract to which you are subject, or to take necessary steps prior to entering into that contract i.e. your application under the Warm Homes Local Grant scheme.

How we look after your information

All information is held securely with physical, organisational and electronic access controls to ensure it is secure both at rest and when in transit.

How long we will look after your information

We will keep information in line with Sunderland City Council's Retention Schedule, and we will only keep it as long as we need it. When we no longer need your information, it will be destroyed securely by deletion of electronic records and shredding of paper files.

Requesting access to your personal data

You can find out if we hold any personal information about you by making a 'subject access request' under the General Data Protection Regulation.

In addition, you have the right to request the rectification or erasure of your personal data, and to object to, or request restriction of, processing your data.

If you have any concern about the way we are collecting or using your personal information, we request that you raise your concern with us in the first instance.

Alternatively, you can contact the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

Further information

<https://www.sunderland.gov.uk/data-protection>

Contact Us

Data Protection Officer, Sunderland City Council, City Hall, Plater Way, Sunderland, SR1 3AA

Email: Data.Protection@sunderland.gov.uk or Tel: 0191 520 5555