



Department for
Energy Security
& Net Zero

Privacy Notice for Homes Decarbonisation Skills Training Competition

The Department for Energy Security and Net Zero (DESNZ) will be launching the Home Decarbonisation Skills Training Competition in July 2023 to provide £8.85m funding support in 2023-24 to a range of organisations in England to offer subsidised skills training to the energy efficiency and retrofit sectors. At the end of the competition, DESNZ will appoint an independent evaluator to conduct an evaluation of the scheme.

This Privacy Notice is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (UK GDPR).

YOUR DATA

The data

We will process the following personal data:

*From Skills Competition **Applicants** we will process the following:*

Names and contact details of employees involved in preparing and submitting the bid;

Names and contact details of employees proposed to be involved in delivery of the contract; and

Names, contact details, qualifications and experience of employees whose CVs are submitted as part of the training proposal bids.

*From Skills Competition **Trainees** the following personal data will be processed:*

- Name
- Address
- Postcode
- Email address
- Telephone number
- Age
- Name of employer (if applicable)
- Level of experience

We will process the following special category data from **Trainees**:

- Gender
- Race
- Disability

The data will be collected from training providers & indirectly from trainees, by our processors, the Midlands Net Zero Hub (the “Hub”), with the accountable body being Nottingham City Council (NCC). The information will be forwarded to DESNZ.

Purpose

The purpose(s) for which we are processing your personal data is to complete a tender exercise for the Home Decarbonisation Skills Training Competition and for monitoring and evaluation purposes.

Legal basis of processing

The legal basis for processing your personal data under Article 6 of the UK GDPR is:

1(e) Public task: 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 data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice. The task will be the delivery of a Home Decarbonisation Skills Training Competition and subsequent evaluation. Trainees may be contacted as part of an independent evaluation.

The legal basis for processing your special category data under Article 9 of the UK GDPR is:

Special Category Personal Data (also known as sensitive personal data)

The legal basis for processing your Special Category Personal Data is:

- processing is of a specific category of personal data and it is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified (in paragraph 8(2) of Part 2 of Schedule 1 to the Data Protection Act 2018) in relation to that category with a view to enabling such equality to be promoted or maintained; and it is not carried out for the purposes of measures or decisions with respect to a particular data subject; and you have not declined consent; and you have not given notice that you do not wish your data to be processed for these purposes; and the processing is not likely to cause substantial damage or substantial distress to an individual; and an appropriate

policy document is in place. We will be collecting data on your age, race and disability.

Recipients

The personal data may be shared by us with an independent research agency, other Government Departments or public authorities and selection board members where necessary as part of the Skills Training Competition and for future supply chain research. We may share your data if we are required to do so by law, for example by court order or to prevent fraud or other crime.

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors Microsoft and Amazon Web Services.

Retention

Unsuccessful Applicant data will be kept for a period of 2 years following the date of receipt of their tender bid.

Successful Applicant data will be retained for 7 years as part of the contract documentation from the date of contract expiry in line with standard business use for DESNZ for internal audits/audit investigations & evaluation of contracts.

Trainee personal and Special Category data will be held by us for 3 years from the date of the launch of the competition.

The data collected from trainees will be used to conduct an independent evaluation of the scheme following the conclusion of training delivery and may be used to invite them to participate in research about their experiences with the project. The data collected will be used to cross-reference with subsequent evaluations undertaken for future skills competitions. In addition, the data may be used in future supply chain research. DESNZ currently holds very limited data on the home retrofit supply chain so the data collected will be valuable for future assessment. It can take several years to collate and compare this type of data.

Where personal data has not been obtained from the data subject

Your personal data will be obtained by us from the Midlands Net Zero Hub. The data will be collected from training providers & indirectly from trainees, by the Hub and the information will be forwarded to DESNZ. DESNZ will forward the data to the evaluation contractor. Appropriate data processing agreements will be put in place with the appointed evaluation contractor in respect of Trainee data and (if applicable) Applicant Data.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data

INTERNATIONAL TRANSFERS (if applicable)

Your personal data may be processed in the UK or in the European Economic Area (EEA). Where your personal data is processed in the EEA, the following safeguards will be in place:

- UK Adequacy Regulations (this includes EEA and all countries covered by an adequacy decision in respect of a third country by the European Commission)

As your personal data is stored on our IT infrastructure, and shared with our data processors Microsoft and Amazon Web Services it may be transferred and stored securely outside the European Economic Area. Where that is the case, it will be subject to equivalent legal protection through the use of Model Contract Clauses.

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an UK independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113
<https://ico.org.uk/make-a-complaint/>

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CONTACT DETAILS

The data controller for your personal data is the Department for Energy Security and Net Zero (DESNZ). You can contact the DESNZ Data Protection Officer at:

DESNZ Data Protection Officer
Department for Energy Security and Net Zero
1 Victoria Street
London
SW1H 0ET

Email: dataprotection@energysecurity.gov.uk