

Privacy Notice for Warm Homes Skills programme



**Nottingham City Council
Information Compliance**

**Midlands Net Zero Hub
Carbon Reduction, Projects and Policy
PN-406**

08/2025

The **Midlands Net Zero Hub** are part of Nottingham City Council (the Council), who are the data controllers for the personal data (or personal information) that we process about you for the Warm Home Skills Programme (WHSP), which is funded and administered by the UK government Department for Energy Security and Net Zero (DESNZ). Your training provider also processes data about you as a student of their course.

When the Council process personal information relating to you, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation, and will only process your data when it is necessary and where we have a lawful reason to do so. On this occasion, we will use the information provided by you for:

- **the management and delivery of the WHSP scheme, including reporting to DESNZ**
- **evaluation, auditing, research, statistical and fraud prevention purposes**
- **inviting you to participate in research about your experiences with the project.**

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to your: (this may include all, or some of the following, depending on the service).

- **Your name and training provider, confirmation your eligibility check was completed by the training provider**
- **Type of course, your start date, reference number and learner ID for awarding body (if applicable)**

- **Your age and opinions of your experience on our feedback form (if completed)**

If you respond to the feedback form, the information we process about you may include the following 'special categories' of your personal data:

- **Race or Ethnic origin**
- **Physical or mental health - (indication of disability only)**

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council. This is a result of the powers or duties contained in the Climate Change Act 2008 and the Fuel Poverty (England) Regulations 2014.

The condition under which we process the above special categories of personal data is that such use is necessary for reasons of substantial public interest; namely, equality of opportunity or treatment in accordance with Schedule 1 Part 2 Paragraph 8 of the Data Protection Act 2018.

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law. In relation to this service, the Council may share your personal information with:

- **DESNZ**
- **Your training provider with whom you are completing the course**
- **Third party evaluator**

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/> The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You **not** obliged by statute or contract to provide the information that is specified here. However, if we were not able to process your personal data **we will not be able to assist the training provider with delivering your course.**

How long will the Council retain the data for?

The information that you have provided will be kept for up to **7 years**. The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

A right to request a copy of your information

A right to request rectification of inaccurate personal data

A right to request erasure of your data known as ‘the right to be forgotten’

A right to in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others. For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement>.

Data Protection Officer

You can contact the data protection officer at:

Loxley House,
Station Street,
Nottingham,
NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk.

Information Commissioner’s Office

The Information Commissioner’s Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF, www.ico.org.uk