

## Privacy Notice for the Public Building Retrofit fund (PBRf)

<b>Data controller:</b>	Greater Manchester Combined Authority
<b>ICO registration reference:</b>	Z2751067
<b>Customer enquiries contact details:</b>	Officeofdpo@greatermanchester.gov.uk
<b>Data Protection Officer:</b>	John Lawrence Curtis

### 1. Who we are

The Greater Manchester Combined Authority (GMCA) is made up of the ten Greater Manchester councils, the Greater Manchester Fire and Rescue Service, and the Mayor of Greater Manchester. We work with other local services, businesses, communities and other partners to improve the city-region.

### 2. Summary of the use of the Data

Information, which may include personal data, about both funded projects and unsuccessful applications collected via the Public Building Retrofit fund (PBRf) webpage will be shared with Salix Finance Ltd and the Department for Energy Security and Net Zero (DESNZ) and, where either party deems it appropriate and/or consistent with the purposes for holding the data, may share this data with other government departments and public authorities as detailed in the Department's Privacy Notice. The purposes for which data may be shared will include enabling/assisting these bodies to co-ordinate decarbonisation work across the areas of the public sector for which they have responsibility.

The purpose(s) for which we are processing your personal data is:

- To support the GMCA and Salix Finance assess eligibility for funding under the PBRf.
- To monitor the progress of the PBRf.
- To manage performance of the PBRf.
- Evaluation and development of scheme policies, e.g., the application process, assessment process, etc.
- To evaluate or research the effectiveness of the PBRf or its policy objectives as a whole.
- To support DESNZ and Salix Finance Ltd in their work to support the public sector in its transition to net zero.

### 3. What information we will collect from you (the purpose and legal basis for processing information)

The GMCA will collect the following data items:

- Names and contact details (i.e. email addresses) of employees proposed to be involved in delivery of the Public Building Retrofit fund
- Names and contact details (i.e., email addresses) of the contractors, suppliers and/or installers used in delivery of the PSDS project.
- Address and details of properties receiving PBR funding.

The GMCA is relying on 'public task' as the lawful basis for processing personal data. Collection and processing of this data is necessary to perform a task carried out in the public interest or in the exercise of official authority vested in the controller.

Relevant legislation includes the GMCA's commitment towards The Climate Change Act 2008 (2050 Target Amendment) Order 2019, as well as Schedule 3 of the Greater Manchester Combined Authority Order 2011 (The duty under section 4(1) of the Local Government Act 2000 (duty to prepare a strategy for promoting or improving the economic, social and environmental well-being of their area and contributing to the achievement of sustainable development in the United Kingdom) and the power under section 4(2) of the Local Government Act 2000 (power to modify their sustainable communities strategy)).

### 4. How we ensure the security of your data

The GMCA is committed to the security of the information we collect and we use reasonable measures to prevent unauthorised access to that information. We are required to demonstrate that our solutions meet the required levels of personal, procedural, policy, data and technical security. We will only process personal information for the purposes it has been collected or subsequently authorised.

This platform we use to collect your data is called Microsoft Forms. The security measures, firewall, access control and administration privileges for the service have been reviewed and accepted by the GMCA.

Microsoft provide details of how they process personal data in their Privacy Policy: [Microsoft Privacy Statement – Microsoft privacy](#)

### 5. Information retention

Personal data will continue to be processed for up to 6 years after activities associated with the applicable phase of the Public Building Retrofit fund has closed or concluded, including evaluation activities.

## 6. Transferring data

All data collected as part of this project will remain in UK.

## 7. Data sharing

Data from registration and applications will be shared with Salix Finance Ltd, their external technical assessors and the Department for Energy Security and Net Zero (DESNZ) and their partners supporting the evaluation of funding. The purpose of sharing personal data is to support the scoring of applications, enable/assist these bodies to co-ordinate decarbonisation work across the areas of the public sector for which they have responsibility, and evaluate or research the effectiveness of the Public Building Retrofit fund to inform the development of similar programmes across Strategic Authorities administering similar funds via devolution. Further details on how DESNZ process personal data can be found in their privacy notice: [Warm Homes and Public Sector Decarbonisation Devolution Programme: privacy notice - GOV.UK](#)

Research activities may be conducted by third-parties employed by DESNZ or Salix, and to facilitate this, GMCA will share applicant, grant recipient, contractor, and installer information with the Department and those engaged in carrying out this evaluation, to ensure that applicants, grant recipients and the supply chain can be contacted and invited to participate, in accordance with the 'public task' legal basis under GDPR.

## 8. What rights do individuals have?

The GMCA must comply with the UK General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

Under data protection law, your rights include:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

- Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request, please contact us at:

Email: [officeofdpo@greatermanchester-ca.gov.uk](mailto:officeofdpo@greatermanchester-ca.gov.uk)

Post: Office of the DPO GMCA, Churchgate House, 56 Oxford Street, Manchester, M1 6EU

## 9. How can I make a complaint?

If you are not satisfied with how the GMCA is using the information we hold about you please contact our Data Protection Officer by emailing [officeofdpo@greatermanchester-ca.gov.uk](mailto:officeofdpo@greatermanchester-ca.gov.uk).

If you are still not satisfied with the GMCA's response to any request to exercise your individual rights or if you believe that the GMCA is not processing your personal data in accordance with the law, you can contact the Information Commissioners' Office:

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Telephone: 0303 123 1113