

Fair Processing Notice - Housing Retrofit Programme

Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer

The Liverpool City Region Combined Authority ('the CA') is the 'controller' for your personal information. This means that we decide the purpose and means of how your data is used as part of the Housing Retrofit Programme.

If you have any questions about how your information is being used you can contact our Data Protection Officer at

DPO@liverpoolcityregion-ca.gov.uk

0151 330 1679

1 Mann Island, Liverpool, L69 3HN

Purpose of the processing and the legal basis for the processing

Your information is being used by the CA to administer the Housing Retrofit Programme, and we are able to do this as part of our task carried out in the exercise of official devolved authority vested in the us

In the case of the non-mandatory sensitive/special categories of personal data, our legal basis for processing is your explicit consent.

Description of the categories of personal data

The categories of information being processed include your name, address, contact details, occupation, household income and benefit eligibility.

In addition, and only if you choose to, we also process some 'special categories' of your personal data, such as information related to your

- racial or ethnic origin
- data concerning health or disability
- gender

Any recipient or categories of recipients of the personal data [where applicable]

Your information will be shared with the Department for Business, Energy & Industrial Strategy (BEIS), your relevant local authority and the managing agent for the purposes of monitoring and administration of the programme.

Please note that the managing agent will only receive the mandatory data submitted as part of your application.

Retention period or criteria used to determine the retention period

Your data will be kept by BEIS for a period of 12 months from the final publication of necessary reports (expected to be 2025). The CA will retain your information for six

years from the end of the programme. This retention has been determined by the legal requirements of the Limitation Act 1980.

The existence of each of data subject's rights

The GDPR provides you with the following rights when it comes to your personal data:

- The right to be informed how your personal data is being processed
- The right of access to the personal data we hold about you, which includes providing copies of the information to you within one month of a request. We may charge a reasonable fee to provide this information based on our administrative costs of responding (i.e. photocopying, postage, etc.).
- The right to rectification of any incorrect or incomplete data we hold about you
- The right to erasure, also known as 'the right to be forgotten', where
 - Your information is no longer required for the purpose it was collected
 - You withdraw your consent
 - You object to the CA processing your information (and there is no overriding legitimate interest for continuing the processing)
 - The CA has breached the GDPR when processing your data
 - There is a legal obligation to delete the data (such as a court order)
- The right to restrict processing, which limits what the CA can do with your information
- The right to data portability, where any automated processing of your information based on your consent or as part of a contract is made available for your reuse
- The right to object to direct marketing or any processing based on the performance of a task in the public interest/exercise of official authority or for the purposes of scientific/historical research and statistics.
- Rights in relation to automated decision making and profiling, where a decision made by a computer has a legal or significant effect on you.

The right to withdraw consent at any time

As our legal basis for processing your special category personal data is your consent, you have the right to withdraw this at any time.

The right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint regarding the processing of your personal data to the UK's supervisory authority, the Information Commissioner, who can be reached using the details below:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire SK9 5AF
www.ico.org.uk
0303 123 1113