

## **YES Energy Solutions Privacy Notice City of Lincoln LAD3 BEIS Delivery**

### **Our contact details**

Name: Yorkshire Energy Services CIC T/A YES Energy Solutions

Address: Unit 1, Brookwoods Industrial Estate, Burrwood Way, Holywell Green, HX4 9BH

Phone Number: 01422 880 100

E-mail: [projects@yesenergysolutions.co.uk](mailto:projects@yesenergysolutions.co.uk)

Date of Privacy Notice: 01/04/2022

### **What data do we process?**

We currently collect and process the following information: Basic personal data such as your name, address and contact details as well as information on how you qualify for the scheme.

### **How do we receive your data?**

We normally receive your data directly from you either through a phone call, email or a reply slip (letter in the post).

### **Why do we process your data?**

The personal information we process is provided to us directly by you to enable us to qualify you for the Green Homes Grant Local Authority Delivery (LAD) and/or the Home Upgrade Grant (HUG) funding streams. We will then be able to install energy-efficient measures (such as External Wall Insulation or an Air Source Heat Pump) to your property.

### **Who do we share your data with?**

For reporting and project delivery purposes, we may need to share your information with:

- City of Lincoln Council (Project Partner)
- Energy Saving Trust (EST) (Benefit eligibility confirmation)
- Renderclad (External Wall Insulation Installer)
- West Yorkshire Gas Solutions (Installer)
- Department for Business, Energy & Industrial Strategy (BEIS) (Governing body)
- Trustmark (Government Endorsed Quality Scheme)
- Stroma (EPC Accreditation body)
- Elmhurst (EPC Accreditation body)
- ECMK (Retrofit Assessment Accreditation Body)
- Core Logic (Retrofit Assessment Software Provider)

### **YES Energy Solutions**

Unit 1, Brookwoods Industrial Est.  
Burrwood Way, Holywell Green  
Halifax, HX4 9BH

Telephone 01422 880100  
[www.yesenergysolutions.co.uk](http://www.yesenergysolutions.co.uk)  
[enquiries@yesenergysolutions.co.uk](mailto:enquiries@yesenergysolutions.co.uk)

- CMS Surveyors (Technical Monitoring)

### **Lawful Basis**

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is Contractual Obligation.

### **How we store your personal information**

Your information is securely stored.

We keep your name, address, contact details, qualification eligibility evidence and call recordings. All of our calls are recorded, when we require explicit consent we retain the call recording as proof of consent. After **10 years** we will dispose of your information by removing it from our database.

### **Your data protection rights**

Under data protection law, you have rights including:

**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 personal 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 personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal 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.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at **YES Energy Solutions, Unit 1, Brookwoods Industrial Estate, Burrwood Way, Holywell Green, HX4 9BH** or Email us: [dataprotection@yesenergysolutions.co.uk](mailto:dataprotection@yesenergysolutions.co.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House

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[enquiries@yesenergysolutions.co.uk](mailto:enquiries@yesenergysolutions.co.uk)

Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>