

## YES Energy Solutions Privacy Notice Tangram Housing Retrofit Services

### 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 receive your data directly from our project partner (Tangram Housing) if they have identified that your property requires an assessment as part of their programme of works.

### Why do we process your data?

The personal information we process is provided to us so that we can carry out a Retrofit Assessment and an Energy Performance Certificate (EPC) at your property which will highlight the energy efficient measures that are required.

### Who do we share your data with?

We may need to share your information with:

- Tangram Housing (Project partner)
- Stroma (EPC Accreditation body)
- Elmhurst (EPC Accreditation body)
- ECMK (Retrofit Assessment Accreditation body)
- Core Logic (Retrofit Assessment Software Provider)
- Trustmark (Government Endorsed Quality Scheme)

### Lawful Basis

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

### How we store your personal information

Your information is securely stored.

We keep your name, address, contact details and qualification eligibility evidence for **10 years**. We will then 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  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

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

### **YES Energy Solutions**

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

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