

## **YES Energy Solutions Privacy Notice SGN Help to Heat**

### **Our contact details**

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

Address: Unit 8-9 Victoria Mills, Stainland Road, Greetland, Halifax HX4 8AD

Phone Number: 01422 880 100

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

Date of Privacy Notice: 01/10/2019

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

We currently collect and process the following information: Basic personal data such as name, address, date of birth and contact details. Special category data including information about your health. Eligibility evidence which will include evidence of benefits and income where needed.

### **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). We may also receive your data from our project partner, Southern Gas Networks (SGN).

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

The personal information we process is provided to us directly by you to enable us to apply Fuel Poor Network Extension Scheme (FPNES) funding to the cost of your new gas connection. We will also offer you advice on topics including but not limited to: your household energy bills, installing a smart meter and the benefits, energy saving advice that may help to reduce your energy usage.

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

We may need to share your information with:

- Southern Gas Networks (SGN) (Our Project Partner)
- OFGEM (Funding Regulator)
- Income Max (Debt Advice Service)

## Lawful Basis

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

## 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.

**Your right to withdraw consent** - In circumstances where consent has been used to process data, you have the right to withdraw your consent at any time. If you wish to withdraw your consent, please email us, or send a letter on our details below.

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

## **YES Energy Solutions**

Unit 8-9 Victoria Mills, Stainland Road, Greetland, Halifax, HX4 8AD  
01422 880 110 [enquiries@yesenergysolutions.co.uk](mailto:enquiries@yesenergysolutions.co.uk)  
[www.yesenergysolutions.co.uk](http://www.yesenergysolutions.co.uk)



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If you have any concerns about our use of your personal information, you can make a complaint to us at **YES Energy Solutions, Unit 8-9 Victoria Mills, Stainland Road, Greetland, Halifax HX4 8AD** 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>

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