

Privacy Notice: Business Energy Efficiency Project (BEEP)

This Privacy Notice tells you about what information we collect about you, how we use that information and who we share it with.

1. Who we are and what we do

Durham County Council and the European Regional Development Fund (ERDF) have come together to provide funding for County Durham Small Medium Enterprises (SMEs).

The Business Energy Efficiency Project (BEEP) supports County Durham SMEs who wish to make carbon dioxide and financial savings through energy efficiency and energy generation.

With support from both Durham County Council and the [European Regional Development Fund](#) (ERDF), BEEP provides fully funded, impartial audits to identify where these savings can be made.

The audits are designed to identify all areas where savings can be made within a business, by eliminating wasted energy. We understand that every business is different and work to find a tailored solution that works for the business. BEEP can also offer a grant to contribute towards any capital expenditure for energy efficient equipment. The grant is available on a first come, first served basis to any eligible SME.

For more information about the BEEP project, please contact the team direct at beep@durham.gov.uk or visit www.beep.uk.net

The Electoral Registration Officer (ERO) for Durham County Council (a Data Controller) is responsible for the annual production and publication of the Register of Electors and its update and maintenance throughout the year in compliance with government statutory regulations and performance standards set by the Electoral Commission. The ERO also maintains a record of electors who have elected to vote by post or proxy – this process includes renewal of signatures every 5 years.

For the purposes of Data Protection, Durham County Council is the Data Controller for your information.

2. What type of personal information do we collect and how do we collect it?

If you are a SME business and wish to apply for BEEP support, you are required to complete either an on-line or e-form. When you complete this form we ask and gather information on the following:

- Your Business name
- Business address
- Your name/ contact name

- Telephone number
- E-mail address

As part of the overall funding application criteria we also ask:

- Business size
- If you have received any state aid funds over the last 3 years, and if so how much
- If the business has a parent company
- How you heard about the project
- Business accounts

As part of financial best practice, and in-line with ERDF guidance, we keep data on:

- No of applications made/ approved/ rejected
- Sums of grant paid
- CO2e saving
- Evidence required for ERDF funding grants such as contractor quotes, type and cost of equipment, redacted bank statements confirming proof of purchase.

We collect information about you in the following ways:

- Online forms
- E-form
- Paper forms
- Photographs
- Telephone conversations
- Face to face meetings
- Tenders/ receipts

3. What is our lawful basis to obtain and use your personal information?

When we collect and use your personal data we rely on one of the following:

Lawful Basis (Article 6).

Public task: the processing is necessary for us to perform a task in the public interest or for our official functions: (see part four).

Legitimate Interest: the processing is necessary for tasks such as performance management to ensure we manage the service effectively and efficiently.

4. What is your personal information used for?

The information we collect is used for the following purposes:

- To offer you advice and support
- To regulate and check compliance with current funding best practice
- To ensure that we adhere to ERDF funding and grant requirements
- To investigate complaints

This list is examples of work that we do and not is exhaustive.

5. Will your personal information be shared?

In certain circumstances your personal information may be shared with other council departments or external organisations where we have a statutory obligation to share such as for the purposes of the prevention or detection of crime.

Following a funding application, personal information such as your business name and contact details may be shared with our BEEP partners, this includes;

- Business Durham
- FSB Experts in Business
- North East Chamber of Commerce
- ERDF body
- Funding and Programmes Team (DCC)

6. How do we keep your information secure?

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, policies and systems to ensure that access to your records are controlled appropriately.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

We secure information by controlling access to systems and networks, which allows us to stop people who are not allowed to view your personal information from getting access to it. We also provide training for our staff which allows us to make them aware of how to handle information and how and when to report when something goes wrong.

7. How long will we keep your personal information?

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service you receive will determine how long we have to keep your information.

Our corporate retention guidelines show how long we keep information for different services.

We provide State Aid via De Minimis, and as such we have to ensure compliance with strict Commission Regulation (EC) 1998/2006 (De Minimis) Regulations. The Council keeps records of aid given for 10 years after the last aid is granted, and as a recipient has to keep the record of the payments made for at three years.

8. Personal information processed outside of the European Union (EU)?

We do not process your personal information outside the EU, unless you specifically request us to do so, for example with regard to export or import licences.

9. Marketing

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

As part of ERDF funding requirements, participating businesses must place a poster (supplied) on or as close as possible to, any ERDF support installation, and be positioned in a prominent place.

10. What are your information rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- request a copy of the personal information the council holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data; and
- object to processing.

To exercise your rights, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at inforights@durham.gov.uk

To learn more about these rights please see the [ICO website](#).

11. Further Information

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at DPO@durham.gov.uk or write to:

DPO
Floor 4 Room 143-148,
Durham County Council
County Hall,
Durham County Council
DH1 5UF

If we have not been able to deal with your query, you can also contact the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane Wilmslow

Cheshire
SK9 5AF
Telephone: 0303 123 1113 (local rate) or 01625 545 745