



Business Energy Efficiency Scheme privacy notice

You are receiving this email as you have previously submitted an Expression of Interest in the Voucher Scheme funding programme and therefore holds information about you.

How we will use the information about you

The Business Energy Efficiency Scheme (BEES) is a Growth Deal funded project and must comply with document retention requirements under any applicable State Aid rules. As the BEES project operates under a State Aid scheme in accordance with the General Block Exemption Regulation (Commission Regulation (EU) No 651/2014) and De Minimis Regulation (Commission Regulation (EU) No 1407/2013); we must maintain detailed records with the information and supporting documentation necessary to establish that all the conditions laid down in the Regulation are fulfilled. Such records must be kept for 10 years after the last aid is granted under the scheme.

For Growth Deal Projects, the last aid may not be granted under a scheme until March 2021 meaning that documents will need to be retained until 2031.

Your data will be held within the Council of the Isles of Scilly's secure network and will not be processed outside of the UK. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

What are my data rights?

Your personal information belongs to **you** and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process it
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Data Protection Officer
Council of the Isles of Scilly
Town Hall
St Mary's
Isles of Scilly
TR21 0LW
Tel: 0300 1234 105
Email: dpo@cornwall.gov.uk