**PRIVACY NOTICE**

**Community Energy Fund**

This notice explains what information we collect, why we collect it and how we keep it secure. It also explains your rights and our legal obligation. Should you wish to find out more about Devon County Council’s data protection policies please contact our [Data Protection Officer](https://www.devon.gov.uk/accesstoinformation/data-protection/data-protection-officer).

Devon County Council (DCC) is collecting and or processing your personal data as a Data Controller under Data Protection Legislation and our ICO registration number is Z6475582. This privacy notice concerns the processing of personal data that takes place by the County Council’s Economy, Enterprise & Skills Service.

**We will notify you of any changes to this privacy notice**

This privacy notice was last updated 31 August 2021. If we use your personal data for any new purposes, updates will be made to the policy information and changes communicated, where necessary in accordance with current data protection legislation. Any queries relating to this privacy notice please contact the [Data Protection Officer](https://www.devon.gov.uk/accesstoinformation/data-protection/data-protection-officer).

**What information are we processing?**

We may collect, store or otherwise process information about you which may include:

* Name
* Telephone number
* Email address

**Purpose of collecting or processing your personal data**

DCC may need to collect or otherwise process your personal data personal data so that we can contact you about your application to the Community Energy Fund.

**The legal basis for us collecting your personal data**

Where we are collecting personal data about you for the provision of one of the purposes outlined in this privacy notice, we rely upon Article 6(1)(e) – processing for the purposes of delivering a public task carried out in the public interest.

Personal data that is collected for any of the purposes outlined in this notice is never used for direct marketing purposes and is not sold on to any other third parties.

**Recipients or categories of recipients that we may share your personal data with**

When processing your personal data, it may be necessary for us to share personal data with third-party organisations such as;

* Partner organisations represented on the appraisal panel for the Community Energy Fund
* Organisations that we appoint to evaluate the Community Energy Fund

**How long will we hold your personal data?**

Devon County Council will retain your personal data for only as long as is necessary, and in line with our organisation’s [record retention schedules](https://www.devon.gov.uk/keepingdevonsdata/).

**Your data protection rights**

Under Data Protection Legislation, you have the right to obtain a copy of their personal records held by us, this is called a Subject Access Request (SAR).

[Details of how to make a request can be found here.](https://www.devon.gov.uk/accesstoinformation/data-protection/accessing-your-personal-data)

Further details on your rights under data protection legislation and how to exercise them, are [available here](https://www.devon.gov.uk/accesstoinformation/data-protection/your-data-protection-rights).

**Complaints**

If you have any comments, queries or complaints about this privacy notice or the processing of your personal data please contact our [Data Protection Officer](https://www.devon.gov.uk/accesstoinformation/data-protection/data-protection-officer).

Alternatively, if you are not happy with the way that DCC is handling your personal data, you are entitled to appeal to the Information Commissioners Office (ICO). The Information Commissioners Office enforces and oversees the Data Protection Regulations.

Contact details are below:

Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)