

PRIVACY NOTICE

Privacy Notice for participants taking part in the Business Energy Advice Service (BEAS) SME Grant Programme.

This Privacy Notice sets out how your personal data is processed by Business Growth West Midlands (West Midlands Combined Authority) (BGWM (WMCA)) and partners associated with the delivery of the Business Energy Advice Service grant programme.

It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (UK GDPR). This notice relates to data collected under the Business Energy Advice Service Programme (BEAS or the Scheme).

Who is delivering BEAS?

The BEAS Programme is being delivered by the following delivery partners and sub delivery partners;

- Department of Energy Security & Net Zero (DESNZ)
- Business Growth West Midlands (West Midlands Combined Authority)
- Aston University
- Birmingham City Council
- Coventry City County Council
- Staffordshire County Council
- Stoke on Trent City Council
- Warwickshire County Council
- Worcestershire County Council
- Black Country Industrial Cluster
- Pro Enviro

Each delivery partner will process personal data you provide to deliver the services you have requested. Delivery Partners will only process relevant data to their role as a BEAS Partner and only in accordance with the requirements of data protection legislation.

Each delivery partner is responsible for managing the information it holds, and we recognise that this information is important to you. Personal data will only be used fairly, correctly and safely in line with the legal requirements set out by the UK General Data Protection Regulations (UK GDPR).

To deliver services we occasionally have to use third party organisations to provide specialist services. Aston University and ProEnviro under contract with Business Growth West Midlands (West Midlands Combined Authority) assist us in providing the BEAS service.

Aston University will handle data on behalf of BGWM (WMCA).

YOUR DATA

The data

We will process the following personal data:

- Identity Data including first name, last name, title;
- Contact Data including business address(es), email address and telephone numbers;
- Identifiers useful for data matching including Meter Point Access Numbers, Meter Point Reference Numbers and Companies House Reference Numbers.

Why we collect your data and how it will be used.

The purpose(s) for which we are processing your personal data is to support the delivery and administration of the BEAS and gather data to inform future policies on energy demand reduction, future services, and assess services/grants awarded in connection with this Scheme.

Personal data captured when you register for BEAS will only be used to deliver support and guidance available to you under the BEAS scheme.

Your data may also be used for monitoring and evaluation purposes, including:

- longer term research and evaluation related to the BEAS
- seeking feedback from you, for example conducting surveys.
- linking and or matching data to other datasets held by DESNZ
- statistical reporting, and
- fraud prevention purposes.

Wherever possible steps will be taken to anonymize data so that individuals cannot be identified.

How we collect data

Your data will initially be collected by West Midlands Combined Authority when you register for BEAS. Personal details collected will include:

- Contact details such as email and phone numbers
- Contact name
- Position within a company
- Company Address

We may gather data from other sources, and we may need to ask other agencies or organisations for relevant data about you to fulfil our legal responsibilities or to provide services.

Sharing Data

BEAS delivery partner organisations will share relevant data in a secure manner required by each to deliver the BEAS Scheme.

Legal basis of processing

Under Data Protection Laws, we must have a valid basis in law to process your personal data. The legal basis for processing your personal data is that processing is necessary for the performance of a task carried out in the public task and interest or in the exercise of official authority vested in the data controller under Article 6(1)(e) of the UK General Data Protection Regulation (GDPR).

How we look after your data

Under the UK GDPR we have a legal duty to protect any information that we hold about you. We take measures to safeguard your data and apply security standards and controls to prevent any unauthorised access to it. Information which you have provided be stored securely. It will only be used for the purpose(s) stated when the information was collected.

What are your rights?

Under the UK GDPR you, as the Data Subject, you have the right to:

- [access the information we hold about you](#). This information is usually provided free of charge but we may charge depending on the administrative costs of providing the information. You have the right to request this in machine-readable form so that it can, if required, be transferred to a third party.

- request that we rectify any information about you that is incorrect. Simple inaccuracies, such as address changes will be made. Depending on the purpose for processing, records (including statements and opinions) may not be changed. However, there may be the option for you to provide a supplementary statement which will be added to the file.
- request that records we hold about you are erased.
- restrict processing of the information we hold about you if you have an objection to that processing, whilst your objection is investigated.
- request that any information that you have provided to us is given back to you in a format that you can give to another service provider if required.
- object to processing of your personal information including automated decision-making and profiling.
- Make a complaint to a supervisory authority if you are not satisfied with how the information held about you has been handled.

If you would like further information on how West Midlands Combined Authority process personal data, including how you can contact us on any query relating to the processing of personal data, our full Privacy Policy can be found at: [Privacy Policy](#)

Details of how delivery partners process personal data and their contact details for any personal data processing queries can be found at:

- Department for Energy Security & Net Zero (DESNZ) – Please see privacy notice on DESNZ Website - [Department for Energy Security and Net Zero - GOV.UK](#)
- Aston University <https://www.aston.ac.uk/about/statutes-ordinances-regulations/publication-scheme/data-protection/privacy-notices>
- Birmingham City Council - [Privacy | Birmingham City Council](#)
- Coventry City Council - [Coventry City Council privacy notice – Coventry City Council](#)
- Staffordshire County Council - [Our privacy notice - Staffordshire County Council](#)
- Stoke on Trent City Council - [How we use your personal information | How we use your personal information | Stoke-on-Trent](#)
- Warwickshire County Council - [Privacy notices for our services – Warwickshire County Council](#)
- Worcestershire County Council - [Information use and privacy statements | Worcestershire County Council](#)

If you wish to enforce any of your rights under Data Protection Act, then please contact us at:

Email: Information.officer@wmca.org.uk

Address: Data Protection Officer.16 Summer Lane, Birmingham, B19 3SD

