

Energy Bills Support Scheme – Alternative Funding and Alternative Fuel Payment (AFP)– Alternative Funding- Privacy Notice.

The Energy Bills Support Scheme Alternative Funding is intended to facilitate the £400 payment of support for domestic energy consumers in Great Britain that would otherwise not receive that support through the Energy Bills Support Scheme due to the absence of a domestic electricity supply.

The AFP-Alternative Funding is intended to facilitate the £200 payment of support that would otherwise not receive that support through the Alternative Fuel Payment Scheme.

For further information on how to apply, eligibility and how the Department for Business, Energy and Industrial Strategy (BEIS) use your personal data for administering these schemes please see [Privacy notice \(apply-for-energy-bill-alternative-funds.service.gov.uk\)](https://privacy-notice.apply-for-energy-bill-alternative-funds.service.gov.uk) and [Privacy \(apply-for-alternative-fuel-support.service.gov.uk\)](https://privacy-notice.apply-for-alternative-fuel-support.service.gov.uk)

Data Controller

City of Lincoln Council and North Kesteven District Council (the Shared Service) are joint data controllers for the purposes of assessing eligibility, administering and payment of these Schemes along with BEIS who are independent controllers in relation to the delivery of the Schemes.

This privacy notice sets out what personal data the Shared Service will use for these Schemes, how we will use it, who we will share it with and why we need to.

Source and types of personal data

Personal Data made available by BEIS to the Shared Service to effect payment, including your name, address, date of birth, email address, phone number and bank details (i.e. sort code, account number and name on account), relevant contact details of any third party individual supporting or making the application on behalf and other relevant data that may be provided by you (or third party individual supporting you) to any call contact centres operated to support applications to the Schemes, and

Personal Data provided by the Shared Service to BEIS as part of our reporting obligations under the Schemes, including the following:

- Your application reference number.
- Your name (and any contact details for any third-party individual supporting or making the application your behalf);
- Date application received.
- Outcome of application and reason for decision-making.
- Assurance evidence (such as your bank account details, Council Tax records, UK Driving licence, utility bill, care home invoice, tenancy agreement).
- Payment fraud or error, money recovered and subsequent fraud and error reporting.

Special Category data will not be expressly requested in connection with applications for the Scheme, but it is possible that co-incident collection and sharing of Special Category data could occur as a result of information provided by you (or third party individuals acting on your behalf) in connection with your application, including, but not limited to, information relating to the ethnic origin of applicants or data concerning applicant's health or age.

What we use your personal data for

We will need to process your personal data to assess whether you are eligible for the Schemes and to effect payment.

We will not share this data with other organisations or individuals outside of the Shared Service and BEIS for any other purpose unless legally permitted for example for the prevention and detection of fraud.

Our lawful basis for processing the personal data.

We must have a legal basis to process your personal data. Our lawful basis in the processing that we'll undertake in assessing your eligibility for the Schemes is based on a legal obligation and substantial public interest.

Where we use personal information to confirm that someone is eligible for the schemes the sections of the law that apply are:

- UK GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- UK GDPR Article 9(2)(g)-processing is necessary for reasons of substantial public interest respecting the right to data protection and safeguarding the rights and interests of the data subject.
- Data Protection Act 2018, Schedule 1, Part 2 (6) statutory and government purposes.

Data Processors and other recipients of your data

These are the recipients with which your personal data is shared:

Internally within the City of Lincoln Council and North Kesteven District Council to check against our existing council tax database, for eligibility, administration, and payment purposes.

To BEIS to allow BEIS to conduct quality checks, monitor and evaluate effectiveness of the Schemes, to prevent fraud, and for BEIS to publish anonymous information for transparency on the use of public funds.

International Data Transfers and Storage

Your personal data is being stored by the Shared Service in the UK and is not being transferred outside of the UK.

Personal data disposal and retention

We will only keep your personal data for as long as it is needed for the purposes of the scheme, and for audit and payment purposes and for no more than 6 years from conclusion of the matter in accordance with the Limitation Act 1980.

Your rights as a data subject

By law, you have a number of rights as a data subject, and this does not take away or reduce these rights. Your rights under the UK General Data Protection Regulation and the Data Protection Act 2018 apply.

All information is processed in accordance with the City of Lincoln Council's data protection policy <https://www.lincoln.gov.uk/privacy-policy/> and North Kesteven District Council's Privacy Policy www.n-kesteven.gov.uk/privacy/

These rights are:

1. **Your right to get copies of your information** – you have the right to ask for a copy of any information about you that is used.
2. **Your right to get your information corrected** – you have the right to ask for any information held about you that you think is inaccurate, to be corrected
3. **Your right to limit how your information is used** – you have the right to ask for any of the information held about you to be restricted, for example, if you think inaccurate information is being used.
4. **Your right to object to your information being used** – you can ask for any information held about you to not be used. However, this is not an absolute right, and we may need to continue using your information, and we will tell you if this is the case.
5. **Your right to get information deleted** – this is not an absolute right, and we may need to continue to use your information, and we will tell you if this is the case.

If you are unhappy or wish to complain about how your personal data is used as part of this programme, you should contact City of Lincoln Council or North Kesteven District Council depending on where you are resident, in the first instance.

If you are still not satisfied, you can complain to the Information Commissioners Office. Their website address is www.ico.org.uk and their postal address is:

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

Security

We use appropriate technical, organisational, and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorised access, disclosure, alteration and destruction. We have written procedures and policies which are regularly audited, and the audits are reviewed at senior level.

Data Protection Officer

If you wish to exercise your rights under the data protection legislation or have any queries about how your information is being used, please contact the City of Lincoln council's Data Protection Officer at dpo@lincoln.gov.uk or North Kesteven District Council's Data Protection Officer dataprotection@n-kesteven.gov.uk depending where you are resident.

Automated decision making or profiling

No decision will be made about you solely based on an automated decision (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

Changes to our policy

We keep our privacy notice under regular review, and we will make new versions available on our privacy notice page on our website. This privacy notice was last updated 28 February 2023.