

PS21102 Administration of the Green Deal Oversight and Registration Body

Annex A - Data Protection

The Contractor will be compliant with the Data Protection Legislation, as defined in the terms and conditions applying to this Invitation to Tender. A guide to The UK General Data Protection Regulation (UK GDPR) published by the Information Commissioner's Office can be found [here](#).

The only processing that the Contractor is authorised to do is listed in Annex 1 to this section by BEIS, "the Authority" and may not be determined by the Contractor.

Processing, Personal Data and Data Subjects

(1) The contact details of the Authority's Data Protection Officer are:

BEIS Data Protection Officer
Department for Business, Energy and Industrial Strategy
1 Victoria Street
London
SW1H 0ET

Email: dataprotection@beis.gov.uk

(2) The contact details of the Contractor's Data Protection Officer are: [To be completed by the Contractor]

(3) The Contractor shall comply with any further written instructions with respect to processing by the Authority.

(4) Any such further instructions shall be incorporated into this Annex 1.

Description	Details
Subject matter of the processing	<p>The Green Deal Oversight and Registration Body (GD ORB) acts on behalf of the Secretary of State as the delivery arm to administer the functions of the Green Deal as set out in the Energy Act 2011 and Green Deal Framework (Disclosure, Acknowledgement, Redress etc) Regulations 2012.</p> <p><i>For a list of the key activities under the contract refer to the section entitled 'Nature and purposes of processing'.</i></p> <p>The processing of names and business contact details of staff of both Contracting Authority and Contractor will be necessary to deliver the services exchanged during the course of the Contract, and to undertake Contract and performance management.</p>

	<p>The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Contractor involved in managing the Contract.</p>
Duration of the processing	<p>Processing will take place from 1 November 2021 for the start date of the contract. The Contract will end on 30th June 2023 but may be extended until 30th June 2025.</p>
Nature and purposes of the processing	<p>The key purposes for processing data under the contract are:</p> <ul style="list-style-type: none"> • • Authorise Green Deal Providers and Certification Bodies (and withdraw authorisation where appropriate) and issue licences for the Green Deal Quality Mark. Protecting the public against seriously improper conduct or unfitness. <i>The nature of the data processing includes collection, analysis, comparing with other data collected, evaluation and recommending on approval and withdrawal to BEIS. This information is shared with BEIS and stored on file by GD ORB for future use. Data will also need to be shared securely with the Retail Energy Code to facilitate accession of new participants, participant withdrawals and industry communications.</i> • Maintain and publish the Green Deal Participants Register. <i>The nature of the data processing includes the collection of information (as set out in the Framework Regulations) either directly from GD Providers and GD Certification Bodies or via GD Certification Bodies for their GD Installer and GD Assessor/Advisor membership list through the GD ORB members area upload and publishing this information on the Green Deal Participant Register (on the GD ORB website).</i> • Provide information on the administration of the Green Deal scheme to industry participants via the GD ORB website (including a member's area), helpdesk service (email) and engage with industry as required. <i>The nature of the data processing</i>

	<p><i>is through direct contact with the GD industry or public.</i></p> <ul style="list-style-type: none"> • Report on information contained in the Green Deal Participants Register and the ongoing administration. <i>The nature of the data processing includes collating and sharing data files with BEIS, the GD Register contractor and GD Certification Bodies to share up to date information on authorised and withdrawn GD Participants.</i> • Monitor Green Deal Participants' compliance with the Framework Regulations, Green Deal Code of Practice and Green Deal Branding Guidelines and address breaches identified. Preventing and detecting crime. <i>The nature of the data processing includes sharing with a GD Participant's GD Certification Body, BEIS and potentially trading standards and police to ensure non-compliance is rectified.</i> • The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the services and to undertake the Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.
Type of Personal Data	<ul style="list-style-type: none"> • GD Participant's Contact Name, Position, Company name, Email address, Phone number, GD participant ID number • Green Deal Customer Meter Point Administration Numbers relating to plan data flow • Credit safe checks, Criminal offence information on company Directors. • Names, business telephone numbers and email addresses, office location and position of staff of both the Contracting Authority and the Supplier as necessary to deliver the services and to undertake the Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract

Categories of Data Subject	<ul style="list-style-type: none"> • Prospective, authorised and withdrawn Green Deal Participants (GD Certification Bodies, GD Providers, GD Installers, GD Assessors, GD Advisors), • General users of the website Members area • Members of the public who contact GD ORB via email or through the website contact form. • Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within the Contract management.
Plan for return and destruction of the data once the processing is complete	<p>The Contractor will provide the Authority with a complete and uncorrupted version of the Personal Data in electronic form (or such other format as reasonably required by the Authority) and erase from any computers, storage devices and storage media that are to be retained by the Contractor after the expiry of the Contract. The Contractor will certify to the Authority that it has completed such deletion.</p>

Where the Contractor is required to collect any Personal Data on behalf of the Authority, it shall ensure that it provides the data subjects from whom the Personal Data are collected with a privacy notice.