

Privacy Notice for EST Business Energy Scotland Evaluation



Important details about Winning Moves

Established in 1995, Winning Moves Ltd undertakes research and evaluation for government, publicly funded and other organisations. We primarily operate as a Data Processor – however, on occasion, we may operate as Data Controller (either singularly or joint) depending on the nature of our work.

- > Company number | 03069806
- > Address | Winning Moves, 102 Colmore Row, Birmingham, B3 3AG, England
- > Phone | 0121 285 3800
- > Email | info@winningmoves.com
- > Information Commissioner Office Registration no | Z6399957

Our commitment to your privacy

Winning Moves Ltd takes your privacy very seriously and we are committed to protecting your personal information and the information you provide whilst conducting research with us. Please read this Privacy Notice carefully and contact us with any questions.

We are committed to meeting relevant laws, codes, registrations and standards



The UK General Data Protection Regulation (GDPR)



Data Protection Act 2018



Market Research Society (MRS) Code of Conduct



ISO20252:2019 – the International Quality Standard for Market, Opinion and Social Research



Information Commissioner Office Registration no | Z6399957



Cyber Essentials

As a Market Research Society Company Partner, you can trust that your personal information will be treated with respect, and it will only be used for the purposes that we inform you about. It is not our aim to sell or promote anything. We conduct market research using scientific methods and we commit, in obtaining your co-operation, not to mislead you about the nature of the research or how the findings will be used. You can verify that we are a bona fide market research consultancy by contacting the Market Research Society (MRS) on freephone 0500 396 999.

Purpose

Background

Business Energy Scotland is funded by the Scottish Government to provide free and impartial support to help small and medium-sized businesses save energy, carbon and money. Launched in April 2022, it is managed by Energy Saving Trust. Winning Moves has been commissioned by Energy Saving Trust to evaluate Business Energy Scotland Advice Service. The purpose of the evaluation is to help Business Energy Scotland understand whether and how the programme is achieving its aims. Specifically, the evaluation will explore the motivations for seeking advice, whether any action has been taken as a result of receiving advice, whether any financial or carbon savings are associated with any action that may have been taken and overall satisfaction with the programme.

Data controller and data processors

For the purposes of this project:

1. Energy Saving Trust is the data controller and also a data processor
2. Winning Moves is the data processor

Type of data that will be processed

For this project, we will process the following types of personal data:

1. Simple data including your name, email, business address, telephone number
2. Behavioural data including the support you have received, recommendations made and your beliefs and opinions associated with the support you have received
3. Financial data including financial savings associated with recommendations made through the programme

How we get the personal data we process

Most of your personal information is provided through the following ways:

- > Your contact details have been shared with us by Energy Saving Trust in order to contact you about the evaluation. The EST have a privacy notice and this will have been available when you signed up to the programme [Privacy Policy · Business Energy Scotland](#)
- > From you directly during the survey you have been invited to participate in as part of the evaluation.

The legal bases for processing your personal data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

1. Legitimate interest: your contact details were shared with us by Energy Saving Trust as they have a legitimate interest in understanding the efficacy of Business Energy Scotland and whether it is achieving its intended aims.
2. Consent: prior to commencing an interview with you, we explicitly seek your consent to collect and process your personal data. Informed consent is always collected by way of an affirmative action (such as selecting 'next' to continue with a survey, a recorded verbal agreement when taking part in an interview, or an agreement in writing indicating that you would like to proceed with the research). You can withdraw your consent at any time by informing the interviewer or emailing dataprotection@winningmoves.com

How we will use your personal data

Your personal data will be used in the following ways:

Your data will be combined with other evaluation contributors and reported in an aggregated and anonymised format to Energy Saving Trust. Energy Saving Trust would also like a non-anonymised dataset to be shared with them however, data will only be shared in an attributable format where you have provided explicit consent for this to be done.

To protect your personal data, we will pseudonymise our data sets, and store and transfer personal identifiers securely and separately.

Additionally:

- > Your data may be linked to other data sources
- > For quality control purposes: we may telephone you to validate your responses
- > Provided you have given consent, we may keep your data securely on file to use in database processing next year to identify cases of follow up support. This will just be information on the support you accessed, mainly to ensure we do not recontact you about what we have already discussed.

Will we share your personal data?

Your personal data may be shared with the Energy Saving Trust where you have provided explicit consent for your survey responses to be shared in an attributable format.

Any third party must also process the personal information as set out in this Privacy Policy and as permitted by the UK's Data Protection Act/laws.

How we will keep your personal data

Your information will be securely stored. We will protect the confidentiality of your information in accordance with our normal data handling procedures and all legal requirements. We will not use it for any purposes other than those which are set out in this Notice. We are committed to keeping personal data secure and take all reasonable technical and organisational measures to protect personal data from loss, misuse or alteration.

The length of time we hold your personal information varies depending upon the type of information and its use. We will hold your personal information on our systems only for as long as necessary to provide research services to our clients, and will anonymise data where possible, securely deleting personal data associated with it at the earliest possible point. For this project, we intend to keep personal data processed for the evaluation for 6 months after completion of the project – we expect this to be DATE. We will then dispose your information by secure digital deletion.

Where your personal data will be processed

The majority of your data will be processed within the UK or European Economic Area. However, if you have been sent an email inviting you to participate in the evaluation, your email address and name (in order to address the email correctly) will be processed via MailChimp platform whose servers are based in the USA. Our survey platform has a Data Processing Agreement (DPA) in place with MailChimp which includes the EU approved Standard Contractual Clauses/Model Clauses referred to in the UK GDPR.

Your Rights

Co-operation in research is voluntary at all times regardless of what the research is about or who our client is. You are entitled at any stage to ask that your personal data, or part or all of the record of your survey responses, be destroyed or deleted and we will carry out such a request. This can be requested during the interview itself or afterwards. You have the right to access any personal data that we process relating to you. We may ask for verification of your identity before releasing any information to you.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us:

Phone

0121 285 3800

Email

dataprotection@winningmoves.com

Address

Winning Moves
102 Colmore Row
Birmingham
B3 3AG

You can also complain to the ICO if you are unhappy with how we have used your data:

Phone

0303 123 1113

Website

<https://www.ico.org.uk>

Address

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