

# Privacy Notice for Midland Net Zero Hub Evaluation of Home Decarbonisation Skills Training Competition



## 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 jointly) depending on the nature of our work.

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- > Address | Winning Moves, 102 Colmore Row, Birmingham, B3 3AG, England
- > Phone | 0121 285 3800
- > Email | [info@winningmoves.com](mailto:info@winningmoves.com)
- > Information Commissioner's 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's 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

Midlands Net Zero Hub (MNZH) runs the Home Decarbonisation Skills Training Competition (HDSTC). The HDSTC has made available up grant funding for a range of suppliers to deliver accredited training to support the scaling up of the retrofit and energy efficiency in England. Funding for MNZH and HDSTC is from the Department for Energy Security and Net Zero (DESNZ) as part of the government's clean growth strategy. MNZH is hosted by Nottingham City Council. With authority from DESNZ to appoint a sub-processor to independently evaluate HSDC, Nottingham City Council has commissioned Winning Moves to assess the extent to which the Competition has achieved its stated aims and objectives and to identify successes and challenges faced in its delivery and implementation. Findings from the evaluation will also be used by the DESNZ to inform future policy developments.

This privacy notice relates only to Winning Moves' evaluation activity of HSDC, and 'we' or 'WM' refers to Winning Moves. The lead privacy notice issued by DESNZ can be found by following this link:

<https://www.gov.uk/government/publications/home-decarbonisation-skills-training-competition-privacy-notice/home-decarbonisation-skills-training-competition-privacy-notice>

### Data controller and data processors

For the purposes of HDSTC:

1. DESNZ is the data controller
2. Nottingham City Council is the data processor

For the purposes of the evaluation:

3. Desnz is the data controller
4. Nottingham City Council is the data processor
5. Winning Moves is the data processor to Nottingham City Council and the subprocessor to DESNZ

### 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 address, organisation name, telephone number
2. Behavioural data including your professional experience, opinions, beliefs, feedback, training activity.

### How we get the personal data we process

Your contact details have been shared with us in the following way:

- > By Nottingham City Council as detailed in the Privacy Notice associated with the Competition.
- > Additional personal data (e.g. your beliefs and opinions) will be provided by yourself during the interview process which you have been invited to participate in.

### 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. Public task: some contact details have been shared with us by MNZH under the lawful basis of public task and as specified in the HDSTC privacy notice issued by DESNZ and linked above under "Background". This is because they require us to process your personal data to perform a public task

which in this instance, it is to enable DESNZ to understand the impact and value the Competition has provided to the sector.

## 2. Consent

- a. If you previously spoke to us about your HSDTC experience and, when asked, provided explicit consent for us to recontact you about follow up research, we may have retained your personal details to get back in touch with you.
- b. Prior to commencing an interview with you, we will 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](mailto:dataprotection@winningmoves.com)

### How we will use your personal data

Your personal data will be used in the following ways:

- > Your responses from the survey will be aggregated and reported to MNZH/Nottingham City Council and DESNZ. It is expected that the report will be published. Your responses will not be attributed or attributable to you.
- > For quality control purposes, we might recontact you to validate your responses. And provided you have given consent, to recontact you about follow-up research.
- > Personal identifiers (e.g. your name and contact details) will not be passed on, and will be disaggregated from your survey responses and deleted at the earliest appropriate point

### Will we share your personal data?

Your personal data will be shared with the following:

- > Our sub-processors who may carry out some of the processing on Winning Moves' behalf, and under Winning Moves control. An example of this might include the service provider who hosts our survey platform, IdSurvey
- > We may share your data with a third party purely for the purpose of delivering a function on our behalf. They will have access to personal information to perform the function, but will not use it for any other purpose.

Any third party must 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 your personal data for six months after the project completes – which we anticipate being August 2024. We will then dispose your information by secure digital deletion.

### Where your personal data will be processed

Your data will not be transferred or stored outside the UK or European Economic Area.

## 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	Email	Address
0121 285 3800	<a href="mailto:dataprotection@winningmoves.com">dataprotection@winningmoves.com</a>	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	Website	Address
0303 123 1113	<a href="https://www.ico.org.uk">https://www.ico.org.uk</a>	Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF