



Client Name:		Email:	
Address:		Surveyor:	
Address:		Post code:	
Telephone:		Visit Date:	

Q1 – Income (MUST meet Q1 criteria and at least one criteria from either Q2 or Q3. Tick all that apply)

Resident lives in a property with:	Tick
A monthly household income of less than £1,484	

**income is after housing costs, so any costs for rent or mortgage payments must be removed first.*

Q2 – Fuel Poor

Resident lives in a property with:	Tick
<ul style="list-style-type: none"> • SAP Rating of 68 or less plus one of the following: <ul style="list-style-type: none"> ○ Child under 16 resident in the household ○ Over age 65 resident in the household ○ Solid walls ○ Non-standard cavity walls ○ System built walls ○ Off the gas network ○ Has no loft ○ Has no central heating / central heating isn't working ○ Has no cavity wall insulation 	

Q3 – Vulnerable to the effects of living in a cold home (LIVC)

Resident lives in a property with:	Tick
<ul style="list-style-type: none"> • SAP Rating of 68 or less plus one of the following: <ul style="list-style-type: none"> ○ Cardiovascular conditions ○ Respiratory conditions (in particular, chronic obstructive pulmonary disease / childhood asthma) ○ Mental health condition ○ Disabilities ○ Terminally ill ○ Pregnant women 	

Client Declaration

The above information is correct and complete to the best of my knowledge. I understand that by signing this declaration that I give consent for the information on this form and any supporting evidence to be shared with Doncaster Council (please read through the Privacy policy supplied to understand how your data will be used and stored).

Signed: _____ Print name: _____

Date: _____



Your Privacy

Why Am I Reading This?

Doncaster Council has your data as a result of you engaging with us or one of our approved partners. We wish to ensure continuing compliance with data law.

Who Will Look After My Data Once I Submit It?

Doncaster Council will control your data along with the Contractor surveying your property and the Energy Company receiving your data.

What About Business Data?

Business-to-Business Data, relating to people, such as the names and contact details provided on business cards, business correspondence, invoices and websites is open to the general public and is provided for open use for commercial purposes. This type of information is considered public and is not safeguarded by this Privacy Policy.

Why Do You Need My Information?

You are providing your data to us for the purposes of Doncaster Council identifying whether you and your home would benefit from energy saving products and whether we or the surveying contractor can obtain grant funding for you to complete the works. Your information may also be used to enable a technical survey and analysis of your home to take place and for works to be carried out.

What Type Of Information Do You Hold?

We capture only information essential to complete the assessment of your property and, if this proceeds to an installation, to evidence that work has been completed to standard and qualifies for government backed subsidies (where appropriate). Where we are involved with particular funding schemes that are based upon your financial or health status, this may require that we pass details of your benefits, disabilities or health conditions to prove that you are eligible for the scheme. We will keep a copy of your data in case we are audited by OFGEM. We will seek your explicit consent to hold and process this data when we contact you.

What Allows You To Use My Information?

By providing your information you consent to Doncaster Council and our partners (such as the energy companies we work with) using your information for the purpose of providing you with the products and services requested. Once an installation is agreed, Doncaster Council will use your information to ensure that all contractual requirements are completed, and may share this information with quality and regulatory bodies (such as OFGEM and the British Board of Agrément).

Who Will My Information Be Shared With?

Any of our partners supporting the installation such as building specialists, software providers, guarantee companies, technical monitoring agents, our accreditation bodies, local authorities or their intermediaries/contractors; and charities, social housing providers, building control inspectors, the property owner or managing agent (where applicable), and the energy company promoting the measure.

How Long Will You Keep This Data For And Why?

Where no installation takes place, we will hold your information for no longer than required to comply with the customer journey, in accordance with the fifth data protection principle. Where an installation has been completed, elements of information created for the works (including some Personal information) will be held for 6 years to support the provision of the workmanship guarantee provided on your energy saving measures, in accordance with industry regulations.

How Will My Information Be Stored?

Securely; we take measures to protect your information when stored with us.

What Rights Do I Have When It Comes To My Information?

You have the right to request a copy of your information and to know what it is used for and how it has been shared. In addition, you have the right to have any incorrect data be corrected, or to request that we cease processing your information. To do so, please contact us at:

Energy.team@doncaster.gov.uk

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

You can complain directly to our Data Protection Officer by writing to: Energy Team, Civic Office, Waterdale, Doncaster, DN1 3BU.

Or alternatively you may contact the Information Commissioner's Office. <https://ico.org.uk/concerns/> or by phone on 0303 123 1113