

Schedule 2 – Delivery Partner Privacy Notice

Privacy Notice for Regional Skills Pilot Programme Phase 2



Nottingham City Council
Information Compliance

Midlands Net Zero Hub

Environment and Sustainability; Communities, Environment and Residents

PN- 410

10/2025

The **Midlands Net Zero Hub** are part of Nottingham City Council (the Council), who are the data controllers for the personal data (or personal information) that we process about you for the Regional Skills Pilot (RSP) Phase 2, which is funded and administered by the Department for Energy Security and Net Zero (DESNZ). DESNZ are also data controllers for this data. Where applicable, your training provider/career hub/career event organiser also processes data about you as a beneficiary of subsidised training/career advice funded through the RSP Phase 2 programme. When the Council process personal information relating to you, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation. The Council will only process your data when it is necessary and where we have a lawful reason to do so. On this occasion, we will use the information provided by you for:

- **the management and delivery of the RSP Phase 2 scheme, including reporting to DESNZ**

evaluation, auditing, research, statistical and fraud prevention purposes and inviting you to participate in research about your experiences with the project. For the North and North East Lincolnshire Regional Skills Pilot, the Council will pass personal data collected during this pilot onto DESNZ for the purpose of monitoring and evaluation. DESNZ will share this data with their third-party evaluator, RSM UK & Learning and Work Institute as per the Office for Clean Energy Jobs Regional Skills Pilot: privacy notice [\[LINK\]](#)

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to your: (this may include all, or some of the following, depending on the service).

- Your name, post code, email address, telephone number, the name of your business/employer;
- The name of your college/training provider/career advice hub (as applicable) and confirmation your eligibility check was completed by these organisations (as applicable);
- The funded activity undertaken by you as the end recipient and (if applicable) the bursary category and amount received as part of this activity;
- The type of course/career advice/career event, your start/end/attendance date, reference number and learner ID for awarding body (if applicable);
- Your opinions of your experience on our feedback form (if completed);

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council. This is a result of the powers or duties contained in the Climate Change Act 2008 and the Fuel Poverty (England) Regulations 2014.

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this programme, the Council will share your personal information with:

- **DESNZ who are funding the programme. They will also share your data with their third party evaluator for evaluation purposes**
- **Your training provider/college/career advice hub/ bursary administrator from whom you are receiving training/career advice/bursary.**

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/> The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You are **not** obliged by statute or contract to provide the information that is specified here. However, if we were not able to process your personal data **we will not be able to assist the training provider/career advice hub with delivering your course/career advice/bursary.**

How long will the Council retain the data for?

The information that you have provided will be kept for **2 years**. The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

A right to request a copy of your information

A right to request rectification of inaccurate personal data

A right to request erasure of your data known as 'the right to be forgotten'

A right to in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others. For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .

You can contact the Council's data protection officer at:

Data Protection Officer
Loxley House,
Station Street,
Nottingham,
NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF, www.ico.org.uk