

Alternative Fuel Payment Alternative Funding Privacy Notice

Welfare and Exchequer Service

The Alternative Fuel Payment Alternative Funding is a one-off £200 payment for eligible households that use alternative fuels, such as heating oil, biomass, and liquified petroleum gas as the main source of heating. Most households were paid automatically through their electricity supplier. However, some households must apply for the payment as they do not have a direct relationship with an electricity supplier. Applications for the Alternative Fuel Payment Alternative Funding are made via a Gov.UK portal.

Applications are jointly administered by the Department for Business, Energy and Industrial Strategy (BEIS) and Kirklees Council.

The categories of information that we collect, process, hold and share include:

The Department for Business, Energy and Industrial Strategy (BEIS) collect, store and use the following personal data which is shared with us:

- Personal details such as name, address, date of birth, telephone number and email address for you (and your agent where you nominate someone else to complete the application on your behalf).
- Bank account details to identify you and facilitate payment.
- Documents uploaded as proof of address.
- Documents uploaded as proof that alternative fuels have been purchased.

We then collect, store, use and share with BEIS the following categories of personal information about you:

- Assurance evidence such as bank statements, tenancy agreements, utility bills, UK driving licence, benefits entitlement letter, temporary housing provider letter and use of council tax records to verify your household address is your sole and main residence.

We collect telephone numbers and email addresses so that we can contact you, or your agent.

Why we collect and hold this information

In order to provide services to you, it is necessary for us to collect and hold personal information about you. This information will be processed by us to:

- Process and make decisions on applications you have sent.
- Carry out checks to verify your eligibility for the support grant.
- Administer the distribution of the funds.
- Contact you regarding your application and ongoing eligibility.
- Process financial transactions.
- Help investigate complaints or concerns you have raised about the service provided.
- Help detect and prevent fraud and corruption in the use of public funds and where necessary for law enforcement functions.
- Maintain our own accounts and records.
- Help us build up a picture of how we are performing.
- Provide statistical analysis.

We are required to complete pre assurance checks on behalf of central government in guidance published in relation to the energy bills support scheme and alternative fuel payment. Without collecting this information, the council will be unable to meet its obligations.

The lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

6(1)(e) We need it to perform a public task.

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- Energy Prices Act 2022

As stated above, we do not expressly request any special category data from you. Special category data is information that requires more protection because it is sensitive. Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are:

9(2)(g) Reasons of substantial public interest (with a basis in law)

How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives.

We will only keep your personal data for as long as required to support the delivery, evaluation, and scrutiny of the service. In accordance with guidance from BEIS, your data will be retained for a period of 7 years. Data will be manually deleted after this period.

Who we may share your information with

We may share your information with the Department for Business, Energy and Industrial Strategy (BEIS) and with other council services.

We have a data sharing agreement with BEIS so that we can share your personal data with them to deliver this service. The sharing of the data between local authorities and BEIS is for the purpose of administration, delivery, reporting, monitoring, evaluation, and fraud prevention necessary within the scheme. This may also include an assessment of your liability for council tax on the property you have stated as your sole and main residence on the application.

The government may share your information for the purposes of counter fraud activity and debt recovery with other government departments, agencies and/or local authorities.

Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Data.protection@kirklees.gov.uk if you wish to make a request.

Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: EnergyRebate@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.