



## Grand Union Community Energy (GUCE) Privacy Notice

This notice sets out how Grand Union Community Energy use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (**UK GDPR**).

This notice relates to data collected under the Transition Streets scheme in Three Rivers, operated by Grand Union Community Energy.

Date: September 2023

### GUCE contact details

Name: John Bell - Chair

Address: % Sunnyside Rural Trust, Civic Centre, 161 - 163 High Street, Berkhamsted, Hertfordshire, HP4 3HD

E-mail: [guceltd@gmail.com](mailto:guceltd@gmail.com)

### The type of personal information we collect:

To deliver Transition Streets workshops, it is necessary for us to collect and hold some personal information about applicants and participants:

We currently collect and process the following information:

- Basic personal information such as your name, address, telephone number and/or email address for communicating with you about the Transition Streets workshops you have signed up for, or are participating in.

### How Will We Use the Information We Hold About You?

Grand Union Community Energy collects personal data when an individual voluntarily completes an expression of interest form or signs up to an event we are organising.

Most of the personal information we process is provided to us directly by you for one of the following reasons (where applicable):

- To register your interest to participate in a Transition Streets workshop.
- To register your interest to participate in a Transition Streets event.
- To share feedback about your experience of the Transition Streets workshop you participated in for monitoring, evaluation, and promotional purposes.

We use the information that you have given us to:

- Communicate with you about Transition Streets workshops, including helping you to organise a workshop, answer any questions you may have, and evaluate progress.
- Administration related to your participation in a Transition Streets workshop.
- Communicate with you about Transition Streets events.
- Collect feedback about Transition Streets from participants, to monitor and evaluate the impact of the programme, and for promotional purposes.

We may share statistical information on the outcomes of Transition Streets programmes with the relevant Local Authority e.g: Three Rivers District Council and/or the Transition Network. We may also share with consent, anonymised feedback from participants for promotional purposes.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is your consent. You are able to remove your consent at any time. You can do this by emailing [guceltd@gmail.com](mailto:guceltd@gmail.com)

## How We Store Your Personal Information

Your information is securely stored.

We keep name, address, email contact details for one year/12 months. We will then dispose of your information by deleting your digital information from our database.

## Your Data Protection Rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

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 [guceltd@gmail.com](mailto:guceltd@gmail.com) if you wish to make a request.

## How To Complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Grand Union Community Energy: [guceltd@gmail.com](mailto:guceltd@gmail.com)

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

The ICO's address:

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

Helpline number: 0303 123 1113

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