|  |  |  |  |
| --- | --- | --- | --- |
| Client Name: |  | Email: |  |
| Address: |  | Surveyor: |  |
| Address 2: |  | Post code: |  |
| Telephone: |  | Visit Date: |  |

The Resident listed above qualifies as eligible under (Tick one route that applies and obtain evidence to support i.e. element and proof of Gross annual household income):

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **Income based using** **£31,000 income cap Gross, & SAP bands D-G.**This cap applies irrespective of the property size, composition, or region. The Household has an income less than £31,000 and must have a valid Energy Performance Certificate (EPC) rating of D, E, F or G. | **Route 1** |  |
| **2.** | **Household must meet 2 proxies below and must have a valid Energy Performance Certificate (EPC) rating of E, F or G**. **Please tick eligible proxies**.

|  |
| --- |
| **Proxy 1 -** Homes in England in Lower-layer Super Output Area 1-3 (LSOA),  |
| **Proxy 2 -** Householders receiving a Council Tax rebate (rebates based on low income only, excludes single person rebates). |
| **Proxy 3 -** Householders vulnerable to living in a cold home as identified in the National Institute for Health and Care Excellence (NICE) Guidance. Only one from the list can be used, excludes the proxy ‘low income’. |
| **Proxy 4 -** A householder receiving free school meals due to low-income. |
| **Proxy 5 -** A householder supported by a LA run scheme, that has been named and described by the LA as supporting low income and vulnerable households for the purposes of NICE Guideline. |
| **Proxy 6 -** A household referred to the LA for support by their energy supplier or Citizen's Advice or Citizen’s Advice Scotland, because they have been identified as struggling to pay their electricity and gas bills. **Proxy 7** - Households identified through supplier debt data. This route enables obligated suppliers to use their own debt data to identify either Non-Pre-Payment meter households (non-PPM), or Pre-Payment meter households (PPM)\*. 1. Non-PPM customers: These are customers who have been in debt for more than 13 weeks ending with the day on which the declaration is made and are in a debt repayment plan with their energy supplier or repaying their fuel debt through 3rd party deductions.
2. PPM customers: Suppliers may also identify PPM households who:
* have either self-disconnected or received supplier Discretionary/Friendly credit within the last 13 weeks ending with the day on which the declaration is made; or
* are in a debt repayment plan with their energy supplier; or
* repaying their fuel debt through 3rd party deductions.

\*Proxies 1 & 3 and proxies 6 & 7 cannot be used in combination with each other. |
|  |

 | **Route 2** |  |
| **3.** | **NHS referral.** Households must have a valid Energy Performance Certificate (EPC) rating of D, E, F or G and be identified as housing a person suffering from a severe and / or long-term health condition that is adversely affected by living in a cold home. The person’s severe or long-term health condition must be due to: • A cardiovascular condition, • A respiratory disease, • Limited mobility, or • Immunosuppression. | **Route 3** |  |

**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: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Privacy**

**Why Am I Reading This?**

City of 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?**

City of Doncaster Council will control 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 City of Doncaster Council identifying whether you and your home would benefit from energy saving products and whether we 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 our assessment of your property and, if this proceeds to an installation, to evidence that work has been completed to standard and qualifies for government subsidies (where appropriate). Where we are involved with particular funding schemes that are based upon your economic 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. 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 City of 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, City of 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 25 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:

Insulation.grants@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

Signed: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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