



# IGAS ENERGY GROUP

## PRIVACY POLICY - COMMUNITY FUND

SEC.PO.005  
Date: 22/05/2018 Rev.: 00

The IGas Energy Community Fund operated by IGas Energy plc (as the data controller) wants to protect the privacy of visitors to this website. Please read the following policy; it will help you to understand our practices with respect to the handling of your personal data.

### **What personal data do we collect?**

Our website provides a printable form through which you may make an application for a grant from the fund and therefore choose to submit your name and contact information (e-mail address, home address and telephone number) in relation to that application, either by email or by post.

This is completely voluntary, however is required if you wish for us to consider your application for a grant from the fund. You may withdraw your application for a grant from the fund at any time by contacting us on [contact@igascommunityfund.co.uk](mailto:contact@igascommunityfund.co.uk)

We also log your Internet Protocol (IP) address in order to receive and send information from and to you over the internet and we automatically collect data about visitors to our website (for example on browsing patterns) by using cookies (see below). This data is used only in an anonymous form; no individual is identified.

You may also have provided your contact details (name, e-mail address, address and telephone number) and consent for us to add you to our Community Fund mailing list in order to receive an annual notification when our Community Fund is open for new applications. Having your consent is our lawful basis for processing under data protection legislation in the UK. You have the right to withdraw your consent at any time by emailing our Data Protection Officer on [data.compliance@igasplc.com](mailto:data.compliance@igasplc.com). Once we receive your notification of withdrawal of consent we will no longer process your personal data for the purpose you originally agreed to, unless we have another legitimate basis for doing so. If you choose to unsubscribe from the Community Fund mailing list, we may keep a 'suppression list' containing your details so we know you have unsubscribed.

### **To whom might we disclose your personal data and where does it go?**

We may pass your personal data to other IGas Group subsidiaries. We also use the services of third-party service providers to offer technical support and Vernham Associates Limited (company number 07754390) to manage the fund and the Community Fund mailing list on our behalf. Any third-party provider we appoint must act in accordance with our written instructions when processing your personal data and must protect your personal data in line with the contractually required security measures. Where we store or transfer your personal data to a third-party provider based outside the European Economic Area (EEA), we take steps to ensure your personal data is adequately protected and note that our data processors are contractually obliged to seek our written consent prior to transferring personal data outside of the EEA. We do not transfer your personal data to IGas Group subsidiaries outside of the EEA.

We have the right to disclose your personal data as required by law, or when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, request from a regulator or any other legal process served on the IGas Group. If there is a takeover, sale or purchase of our business, we may disclose your personal data to the new (or prospective) owner of the business.



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### **Cookies**

This website uses cookies to help you in your interactions with the site. Most cookies are session cookies, lasting only for the duration of your visit and are deleted when you close your browser. No personally-identifiable data is collected.

From time to time, we may embed external content from third-party websites (e.g. Facebook, YouTube) within our website. These websites may utilise cookies and the Privacy Policy that will apply to such third-party content will be that published on the website of that third-party content provider.

### **Our cookie policy**

The IGas Energy Community Fund uses Cookies on their site for tracking/analytics purposes only. If you are unaware of what cookies are or how they are used we recommend you visit [aboutcookies.org](http://aboutcookies.org) this will give you details on how to control cookie use and delete them if required.

The only use of cookies on this site are first party cookies in conjunction with Google Analytics which the IGas Energy Community Fund uses to gather data on visitor trends. All information gathered from these cookies is anonymous and is used to improve the visibility of the site. If you wish to review Google's position on privacy with respect to its analytics service please visit [Google's Privacy Overview](https://www.google.com/policies/privacy/).

This site operates an "implied consent" policy for cookies which does assumes the user has set their cookies on their browser to active. If you do not wish the site to use cookies, you can [delete the IGas Energy Community Fund cookies](#) from your browser or [set your browser to not use cookies](#).

### **For how long do we keep your information?**

We will only hold your information for as long as necessary to fulfil the purposes for which it was collected, before making it non-identifiable or deleting it.

If an application is successful following award of grant and draw down of funds, we then delete personal data associated with the application and retain a list of grants awarded and recipients (on either a generic basis or containing the name of the organisation). If your application for a grant is successful, then we may publish details of the organisation, the amount of the award and date of the award on whose behalf you made the successful application for the purpose of publicising grants.

If the application is rejected or withdrawn we delete personal data associated with the application.

Please also see 'What personal data do we collect' in respect of the Community Fund mailing list.

If you send us any 'contact us' messages, we will delete or de-identify these messages once we have finally satisfied your query.

### **Your rights, complaints and how to contact us**

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- *Right of access* – you have the right to request a copy of the information that we hold about you (see further below).



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- *Right of rectification* – you have a right to request that we correct data that we hold about you that is inaccurate or incomplete.
- *Right to request erasure* – you can ask for the data we hold about you to be erased from our records where there is no good reason for us to continue processing it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- *Right to restriction of processing* – you have the right to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- *Right of portability* – you have the right to have the data we hold about you transferred to another party.
- *Right to object* – you have the right to object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- *Right to object to automated processing, including profiling* – you also have the right not to be subject to a decision evaluating your personal aspects that is based solely on automated processing, including profiling, and which produces legal effects concerning or significantly affecting you.
- *Right to judicial review* - in the event that we refuse your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined below.

All of the above requests will be forwarded on should there be a third party involved (as outlined in this notice) in the processing of your personal data.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing, using [data.compliance@igasplc.com](mailto:data.compliance@igasplc.com).

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### Complaints

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) <https://ico.org.uk/concerns/handling/>, the UK supervisory authority for data protection issues. However, please consider contacting our Data Protection Officer via [data.compliance@igasplc.com](mailto:data.compliance@igasplc.com), in the first instance.



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### Links

Our website may contain links to other websites, but this privacy statement applies only to personal data collected via [www.igascommunityfund.co.uk](http://www.igascommunityfund.co.uk), and to how the IGas Group processes personal data. We are not responsible for the privacy practices of other sites. We encourage our visitors to be aware when they leave our website, and to read the privacy policy of other sites that collect or use personal data as we cannot accept responsibility for the privacy practices of these sites, which may be different to ours.

### Security

We have put in place security measures to aid in the protection of your personal data and enable the prevention of accidental loss, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected or actual personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

### Inaccuracies and Corrections

We would like to keep your personal data accurate and up to date. If you become aware of any errors or inaccuracies please let us know by contacting us on [data.compliance@igasplc.com](mailto:data.compliance@igasplc.com).

### Changes to the privacy statement

We may update this privacy statement from time to time and recommend that you revisit it on occasion to see the latest version.

This statement was last updated in May 22, 2018.