

The Schools Energy Project

Privacy Notice

This Privacy Notice explains what data the Schools Energy Project (“the Project”) collects, processes and holds and how it uses this data and how an individual can request that their data is deleted by the Project.

General contact information which the Project uses

The Schools Energy Project uses publicly-available general contact information for making its initial contacts with schools and local authorities or with other organisations (such as companies, sponsoring bodies and educational establishments) that support the Project’s work with schools.

Website contact pages

The Schools Energy Project has a website www.schoolsenergyproject.org.uk. This website has two contact pages which can be used for getting in touch with the Project.

One is for making general enquiries:

<http://schoolsenergyproject.org.uk/contact/>

The other is for requesting a thermal imaging survey:

<http://schoolsenergyproject.org.uk/request-thermal-imaging-survey/>

Both of these contact pages contain the following statements above the Contact form:

“The Schools Energy Project will only process the contact details that you send via this webpage for the purpose of responding to you regarding your current enquiry.”

“The Schools Energy Project will not use your contact details for any other purpose or pass them to anyone else outside the Project, unless you request the Project to do so or you agree the Project can do so in your subsequent communications.”

It is implicitly assumed that once the Send button on the screen is clicked, the Sender has read these statements and is happy to proceed on the basis described.

How we use your personal data

We use your personal data for replying to your requests for information or services such as school visits.

We use your personal data for replying to your requests for thermal imaging surveys and for delivering those surveys.

Basis for processing data

Where an individual has contacted us via a contact form on our website, we use their details in order to make a reply and subsequent further responses, on the basis that it is in their and our legitimate interest for us to reply to their specific enquiry.

Where an individual has requested us to carry out a thermal imaging survey, we process their data on the basis that this is a contractual agreement notwithstanding that this service is normally provided free of charge.

Personal contact details

The Schools Energy Project does not store individuals' personal data other than the basic contact details listed below which it receives as a result of individuals communicating with it (in any form) about its activities.

Email addresses: Enquiries that are sent using the Project's contact webpages (see above), plus any email messages sent direct to the Project, from schools, teachers, parents, supporting organisations and other individuals, come into the Project's Inbox. As is the case for any incoming email message anywhere, these incoming emails are held in this Inbox, thus enabling responses to be made to them. In addition, as part of the standard functionality of Microsoft's Outlook email software, the Senders' email addresses are automatically saved to Outlook's Contacts list. A periodic review (usually annually) of this Contacts list is made by the Project and if a Sender's email address is obsolete, or communication no longer takes place with that specific individual, then it is deleted.

Personal telephone numbers: In some instances, an enquiry comes into the Project where the individual may choose to provide the Project with a personal contact phone number (instead of, for example, their organisation's publicly-available main switchboard number) in order to facilitate efficient communication. This personal phone number will only be used by the Project to facilitate the arrangement of activities which the individual has specifically requested.

Physical addresses: If an individual requests the Project to make a visit (for example, for a household thermal imaging survey), a physical address or location will need to be provided, along with the key contact person's name, to ensure that the Project's personnel are able to safely reach the required location. This physical address data will be used by the Project solely to enable it to visit and fulfil the activities specifically requested by the individual.

External organisations (this excludes schools and householders): In the case of the Project's links to external organisations (including local authorities, sponsoring bodies, and companies and educational bodies with specialist knowledge), it will only use the personal contact details (email address, phone number and address) it has for individuals within these organisations, in order to communicate with them about its activities and to facilitate the support and enrichment of the Project's activities by these organisations. The contact data which the Project has for these organisations is regularly reviewed and updated and any obsolete contacts are deleted.

Removal of Contact details

If any individual who has had contact with the Project at any time wishes to have their contact details (including their email address, contact phone number and in some cases, a physical address) removed from the Project's database, they should contact the Project via its website www.schoolsenergyproject.org.uk and make this specific request. The Project will then remove any details relating to this individual from its database within 28 days.

Thermal images

As part of the Project's activities, it provides thermal imaging surveys for schools, householders and other community organisations. These surveys are undertaken using the Project's thermal imaging camera.

Master copies of thermal images: Where a property or building is surveyed by the Project's thermal imaging camera, the images are copied to the key contact person's computer at the time of the survey. The master images are then transferred off the camera's memory and retained in electronic form by the Project so that a copy can be provided in the event that the householder/building occupier's images become corrupted or lost. These images are filed by the Project solely according to the physical location of the survey (e.g. 16 Green Lane). There is no information attached to the master images linking them to any individual.

Deletion of thermal images: If the householder/building occupier wishes the master thermal images of their property to be deleted, they can at any time specifically instruct the Project to do this.

Thermal images used for training: The Project may occasionally use thermal images obtained during surveys for training purposes, but these images will never be linked to any individual or any specific location.

Photographs

Photographs of Project events are taken and retained electronically for future publicity and information purposes.

Photo-permissions: All photos showing schools are always obtained with the full permission of the school involved. All pupils shown have an explicit photo-permission statement signed by their parents/carers which is kept by the school. Any pupils who do not have photo-permission from their parents/carers will not be photographed by the Project. To ensure this is the case, the Project always requests that all schools involved in its activities and events have checked all participating pupils' photo-permission statements before the activity or event takes place.

Deletion of photos: If a school subsequently wishes any photographs featuring its pupils, that are held by the Project, to be deleted, it can at any time request the Project to do so.